



Glendale Elementary School District No. 40

Student & Parent Handbook

2016-2017

August, 2016

Dear Parents/Guardians:

The start of each school year is an exciting time, not just for children, but for those of us who are honored to serve them and to guide them so they become competent, caring and contributing members of society. When children reach school age, they spend the majority of their waking hours in school and extracurricular activities. Our responsibility as adults is to teach children how to act appropriately in a family, with friends, in school and the community. All youngsters will make mistakes and misbehave from time to time and as adults we can help children correct and learn from their mistakes.

To help our children be successful, remain on-track academically, and ensure their general happiness and health, it is critical for the school and home to work together to make both places safe and pleasant environments for children to learn and grow intellectually and socially. Studies indicate when families and other members of the community are actively involved in the school; fewer children are involved in discipline related issues. We know that work, and other responsibilities may make it challenging to be involved in your child's school but the benefits are significant and cannot be ignored. Today's children face multiple challenges and distractions: peer pressure, a more rigorous curriculum, cell phones, social media, and many other factors which add to the number of obstacles our children face today. Whether we like it or not, these issues and experiences can influence who our children become and whether they are successful at school. Therefore it is critical we help our children navigate these challenges.

As soon as you have the opportunity I urge you to reach out to your child's teacher to establish a positive, professional and trusting relationship. When children see the parents and teachers working together they are more inclined to work with both of you, and be more accepting of the guidance we provide for them. This positive relationship will allow both teachers and parents to seek each other's support when dealing with matters that relate to children.

With this in mind, student discipline matters should be addressed early and in a cooperative manner between home and school in order to redirect and refocus the child. The school approach to discipline is through the lens of restorative practices as implemented with research-based student management models. Most matters can be addressed and resolved through open communication between home and the school. Children look for consistency from the adults at home and at school. We can best help them by working together.

On behalf of the Glendale Elementary School District, best wishes to you and your child for a productive and pleasant 2016-2017 school year. Do not hesitate to contact us if we can assist you in any way.

Sincerely,



Joe Quintana
Superintendent

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*Burton, Challenger, Desert Garden, Imes, Jack, Landmark, Mensendick, Sine & Smith Elementary Schools.

Communication

Notice of Non-Discrimination

Students, their parents and employees of the Glendale Elementary School District are hereby notified the District does not discriminate and is required by Title VI, VII, Title IX, Section 504 and the Americans With Disabilities Act not to discriminate on the basis of race, color, national origin, sex, age or disability in admission or access to, treatment, or employment in, its services and activities.

School Board Meetings

The Glendale Elementary School District is governed by a five-member Governing Board elected by the community. The Governing Board usually meets on the second Thursday of each month at 5:30 p.m., and occasionally at other times for special purposes. All meetings are posted on the Administrative Center announcement board at least 24 hours prior to a meeting and on the District's web site. The public has an opportunity to address the Board at all open meetings to express opinions, raise questions or make comments regarding District services or procedures. Spanish interpretation is available. We invite you to attend Board meetings to provide input and to learn more about District operations.

Parent-Teacher Conferences

Parent-teacher conferences are very important to your child's education. They allow you and the teacher to discuss your child's progress, any difficulties or special situations, and ways to enhance his/her learning at school and at home. Conferences help you and your child's teacher to make sure your child is getting the most from his/her education. Parents and teachers are expected to have at least two conferences during the school year. Formal conferences are scheduled each semester, but you are encouraged to meet with the teacher any time you would like to discuss your child's progress. Just call the school office to schedule a mutually convenient time, or if you prefer, you may ask that the teacher call you for a telephone conference. Regardless of the method, please keep the teacher informed of any family circumstances, problems or concerns that could affect your child's performance or behavior.

Parent Involvement Opportunities

Every adult, regardless of education or background, has talents and experiences that can enhance our students' education. In addition to benefiting many students, your child sees your commitment to education, and you get to know teachers, the school and perhaps other parents a little better. It all makes for a closer school "family" that is an essential part of good education. For the safety of our students, all adult volunteers who will be working with children or accompanying them on school field trips are required to undergo background checks or to be fingerprinted, depending on the level of involvement. Fingerprinting is completed at District expense and takes up to six weeks or more for the District to receive results. For more information on involvement and volunteer opportunities, please call Human Resources at (623) 237-7143 if you have any questions.

Parent-Teacher Groups

Each school has a parent-teacher group (PTA, PTO, PTSA, booster clubs, etc.), that offers a forum for discussing educational goals, concerns and programs. Many of these groups also coordinate volunteer activities, fundraising and special events. We strongly encourage you to join your school's parent-teacher group because they help keep you informed about the schools and lead to better adult-child relationships.

Shared Decision Making

While the administrative office provides resources and maintains District standards, your school is largely responsible for its own management, with the principal as its chief. Although we actively encourage and solicit input from parents on matters ranging from instructional activities to discipline, many decisions are made by a **School Support Team**, which consists of parents, teachers, support staff and the principal. We invite you to provide your valuable opinions to the principal and the parent representative(s) on the support team. Decisions that impact the school are the responsibility of the school administration.

Parent Concerns Procedure

The parent concern process is intended to resolve issues at the level closest to the concern, allowing for dialogue between the involved parties and providing the employee the opportunity to respond. The following provides an overview of the steps to be taken:

1. If the concern involves your child, contact the teacher to discuss the problem. These conferences should include avenues for resolution of the concern. Most concerns can be quickly and easily resolved using this procedure.
2. If the problem persists, contact the School Administration
3. If the principal is unable to resolve the situation, the Parent Concern Form (Policy KEB) may be filled out. Contact the Student Services Department at (623) 237-7133.
4. Submit the written complaint to the GESD Student Services Department. The immediate supervisor/administrator or Student Services Department will determine if the complaint is legitimate and if so, begin a thorough investigation. The purpose at this level is to develop a reasonable resolution to the concern.
5. Either the supervisor or Student Services will respond to the parent to let them know the concern was investigated along with the proposed resolution.
6. If the concern remains unresolved, the Student Services Department will refer the issue to the Assistant Superintendent for Educational Services and then to the Superintendent. If necessary, the issue may be referred to the Governing Board.

Any concerns presented directly to the Superintendent or Governing Board as the first step in resolving the matter will be referred back to the teacher or the principal. By following these procedures and keeping the lines of communication open, we can all work together to make school a positive, rewarding experience for your child.

Registration

Admission Procedures

To enroll your child in a Glendale Elementary School, contact the office of the school your child will attend. If you're not sure which school to contact, call the District office at (623) 237-7100. When you register your child, you will need to bring the following:

- Birth Certificate or other reliable proof of the child's identity and age, including baptismal certificate, application for social security number or original school records and an affidavit explaining the inability to provide a copy of the birth certificate.
- Proof of immunizations.
- Name and phone number of your doctor and an emergency contact (friend or relative).
- Address of previous school.
- Proof of legal custody may also be required.
- Proof of residency within the District; driver's licenses and notarized letters are **not** acceptable proof of residence. Utility bills and rent receipts are examples of acceptable proof.

For admission to kindergarten, **children must be five years of age prior to September 1** of the current school year. Children who have reached age six prior to September 1 or have successfully completed an accredited kindergarten program, may be admitted to first grade. Children registering may be asked to start school the following morning. This avoids disrupting classes, allows the teacher to prepare a place for your child and gives your child a chance to get settled before class begins.

Custody

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 participate in the decision making at the school regarding the student's education unless the custody decree provides otherwise. When parents share joint legal custody, neither parent's rights are superior with regard to determining the child's education unless specified otherwise by legal court documents or with regard to determining emergency contacts. The educational records are available to either parent regardless of custody unless the District has been provided a court order that specifically terminates a parent's right to educational records. If there are any special considerations that

need to be clarified, please contact Student Services at (623) 237-7133. If there is a question regarding custodial rights, the District reserves the right to not release the student or student records until the matter can be cleared.

Immunizations

Under state law (A.R.S. §15-872), schools must have written proof of immunization before admitting a child to school. Generally, most types of records supplied by the health care provider are acceptable, as are records supplied by a previous school or child care center if signed by that facility. For more information, contact your school's nurse, doctor or Maricopa County Health Services. For students entering **all grades**:

- **Four- DTP/DTaP/Td** with one given after age 4, otherwise five doses needed. If the student was over seven years of age when the third shot was given, he is current. Tdap Booster needed if student is 11 years and older and 5 years have passed since last vaccine.
- **Three- OPV/IPV** 1st dose after one year of age, with one given after the age of 4 (Four total any age = complete)
- **Two- MMR's** with the first one given after the first birthday (only one required in preschool)
- **Three- Hepatitis B** with the third one given after six months of age (1-2 months between 1st and 2nd dose. 3rd dose 4 months after 1st dose). 3rd dose must be given after 24 weeks of age.
- **One – Varicella** or history of chicken pox lesions
- **Hib (at least one)**
- **Hep A** (two- 6 months apart) for preschool only and
- **One – Meningococcal** required for all students 11 years old or entering the 6th grade.
- **One TDAP required for all students 11 years or old or entering the 6th grade.**

If your child should not be immunized because of a medical condition, personal belief or natural immunity (i.e., he/she has already had the vaccine-preventable disease), you must file a Request for Exemption with the school. Free or low-cost immunizations are available through clinics sponsored by the Maricopa County Health Department Community Health Nursing Services. Your school's nurse has more details on these clinics.

Illness

To protect everyone's health, and for your own child's comfort and recovery, please keep your student home when he/she is ill. Children are not permitted to attend school when they have a contagious or infectious disease, as specified by the Arizona Department of Health. Children who have had such a disease may return to school only after a doctor or the school nurse gives clearance to do so. Students with a fever should be fever free without Tylenol or any fever reducing medications for 24 hours before returning to school.

Open Enrollment

Open enrollment is offered to all students provided a school has sufficient space, facilities and staff and other resources as defined by the District's standard operating procedure. An open enrollment form must be completed annually at the school in which a parent wishes to have their child attend. In addition, the parent and child will need to complete an attendance/behavior report contract. Students who received a Long Term Suspension or have been expelled are ineligible to register in GESD until the suspension has been completed.

An open enrollment request will be communicated to each family in one of three ways: approval, waiting list, or denied. An open enrollment may be denied or revoked based on school growth, attendance, discipline, long term suspension or expulsion.

Student Withdrawals

If you must withdraw your child from school, please visit the school office at least 24 hours ahead of time to fill out a withdrawal form. All school materials, such as library books or textbooks, must be returned before withdrawal is complete.

Attendance

Daily attendance is very important for your child to benefit the most from school and to learn the meaning of responsibility. Students must be in attendance during the school day in order to attend after-school and evening events, including any games, practices, performances, dances, etc. Attendance is the responsibility of both the parents and the students. If your child is going to be absent from school, be sure to notify the school as outlined in

the procedures below. If a child is absent without the knowledge and permission of the parents, or if the absence violates state law and District procedure, it will be considered truancy.

Reporting Absences

If your child is going to be absent, please notify the school in advance or by 9:00 a.m. on the day of the absence. If that is not possible, you must send a note with your child when returning to school, which states the dates and reasons for the absence. Arizona law requires us to verify all absences in this way. Students are required to make up any work missed as a result of absences.

Truancy: It's a Crime

Excess absenteeism jeopardizes a student's success in school, and it is against the law! Absences are excused for illness, death in the family, religious observance or other unusual circumstances. Absences for reasons such as trips, family vacations and medical appointments are discouraged and, depending upon the frequency and effect on academic performance, may be considered unexcused even with prior notification.

Pursuant to A.R.S. Section 15-802(E), a parent or legal guardian must ensure that their minor child between the age of six (6) and sixteen (16) attends school for the full time school is in session unless otherwise exempted pursuant to A.R.S. § 15-802(B)(1-9) or A.R.S. § 13-803. Failure to send your minor child to school may subject you to violation of city ordinances and Arizona State statutes relating to the same, and subject you to prosecution for a class one misdemeanor.

C.U.T.S. Program

In accordance with A.R.S. Section 15-803, when a student has five (5) or more unexcused absences, a citation may be issued. Absences may be considered excessive when the number of absent days exceeds ten percent of the number of required attendance days, whether excused or unexcused. Students who are absent 18 days or more may be issued a citation. Chronic illness must be documented by a physician.

The C.U.T.S. (Court Unified Truancy Suppression) program through Maricopa County Juvenile Court requires the student who has been issued a citation and the student's parent to attend a truancy hearing. As a result of the hearing, the following could occur:

- The student and parent must attend an educational class held at the school on a Saturday for six hours.
- Work hours or counseling may be assigned to the student.
- The parent must pay a \$50.00 diversion fee.

Failure to complete the consequences may result in the prosecution of the student at the Juvenile Court and/or the parent being cited to City Court for violation of a misdemeanor offense. Additionally, C.U.T.S. L.I.T.E. is a modified form of this program especially designed for students under eight years of age.

Tardiness

Excessive tardiness can be detrimental to learning and can pose a safety hazard between home and school. Please emphasize the importance of punctuality to your child. If your child is to be tardy, please notify the school about his/her expected arrival time.

Leaving the Campus

For their own safety, students may not leave the campus during the school day without permission. If it is necessary for your child to leave the campus, you must notify the principal in writing or in person, and your child must be signed out at the school office by you or another designated adult that is listed on the contact information. Students cannot check out the last 15 minutes of the school day.

Dress Code and Appearance

GESD believes appropriate dress leads to a positive community and helps students achieve success in adult life and supports an environment conducive to learning. We realize styles change frequently and with this in mind site administrators may identify clothing and styles not included in district dress code policy.

Shoes

Students are required to wear closed toed shoes that are secured to the foot. The shoe can be secured by Velcro or black or white laces (no colors). Students are not to wear sandals, flip flops, slippers or shoes with heels.

Bottoms

Students may wear jeans or slacks. Shorts, skirts or skorts are expected to reach no more than four inches above the knee. Pants and shorts are to be worn at the waist and belts need to be worn if necessary to hold clothing in its proper position. Undergarments need to be covered including leggings and jeggings. Sweat pants may be worn however, pajama bottoms are not acceptable.

Tops

Students may wear T shirts, button down or polo style shirts. Tube tops, strapless, fish net spaghetti straps, midriff, see through material and razorback style shirts are not appropriate for school dress. Shirts may not contain the following:

- Obscene/profane statements or pictures.
- Drug/alcohol/tobacco related statements or pictures.
- Hate messages or slogans
- Messages about death, gangs, or violence.
- Undergarments need to be covered.

Accessories

Jewelry is allowed to be worn to school within the following limitations:

Visible piercings are only allowed in the ears. Tongue piercings are not allowed. Earrings must be studs or hoops no larger than 1/2 inch. All others must be removed during the school day and during school activities. Gauged earrings need to be black, brown, or flesh colored and not spiked.

Bracelets may be worn as long as they are not spiked, or studded.

Hats and sunglasses may be worn on campus outside.

Bandanas, hairnet and do-rags are not an acceptable part of student dress.

Belts need to be run through the belt loops and not spiked or studded.

Religious exceptions to dress code may be allowed.

As with dress, hairstyles should not interfere with the learning environment or other school activities.

Please note: * Burton, Challenger, Desert Garden, Imes, Jack, Landmark, Mensendick, Sine & Smith Elementary Schools have adopted student uniforms. All students at these schools are required to wear the school uniform. See below for the uniform requirements for those schools.

Glendale Elementary School District Uniform Dress Code

The following guidelines will apply for schools with mandatory uniform dress code policy in place.

General

- No labels, logos, or colored stripes on any part of the shirt-outerwear, pants, belt or socks of the uniform.
- Any confiscated item will be turned in to campus administration and must be picked up by the parent.

- The School is not responsible for items confiscated from students.

**BOYS
Pants**

- Solid navy blue or Khaki pants or shorts.
- No deep pocket pants, i.e. Dickies, painter style, or cargo pants/shorts.
- No sweat pants or jeans.
- Pants must be worn at the waist; the waist is defined as the top of the hipbones.
- Pants may be one size larger to allow for growth.
- Pants must not be frayed or have unfinished edge at the bottom.
- Pants must hang naturally without roll-ups or any support.

**BOYS
Shirts**

- White, red or light blue two to three button short sleeve polo shirts.
- Individual schools may also allow previously adopted colors.
- Full button down shirts are not allowed.
- White, red or light blue long-sleeved polo or turtleneck shirts.
- A long sleeved-shirt may be worn underneath a short-sleeved polo shirt of the same color.
- Undergarments may not be visible either outside of or through clothing.
- Shirts must fit. One size larger may be worn for growth.
- Undershirts (T-shirt) worn must be white and without any writing or logo.
- One size larger is ok to allow for growth.
- Shirts must be tucked in at all times.

**GIRLS
Pants/Shorts
Skirts/Skort**

- Solid navy blue or khaki pants, shorts, Capri pants, jumpers, skorts or skirts.
- No deep pocket pants, i.e., Dickie's, painter style, or cargo pants.
- No jeans, sweatpants, jean shorts or jean skirts.
- Pants, Capri pants, shorts, skorts and skirts, must be worn at the waist; the waist is defined as the top of the hipbones.
- Pants, shorts, etc., may be one size larger to allow for growth.
- Skirts, jumpers, shorts and skorts must be no shorter than four inches above the back of the knee.

**GIRLS
Shirts**

- White, red or light blue two to five button polo shirts.
- Individual schools may also allow previously adopted colors.
- White, red or light blue long-sleeved polo or turtleneck shirts.
- A long-sleeved shirt may be worn underneath the short-sleeved polo shirt of the same color.
- Shirts must fit, must not be skintight or show any cleavage or bare midriffs, or made of fabrics that can be seen through.
- Undergarments may not be visible either outside of or through clothing.
- Shirts must be worn tucked in at all times.

Belts

- Loose fitting pants must be worn at the waist with a belt.
- Belts may not hang.
- Belts may be black, brown, navy blue or white.
- Belt may not have lettering, logos or colored stripes on either the strap or buckle.
- Belts may not have adornment.
- Belts and/or buckles not comply with the dress code will be confiscated.

Shoes

- Athletic shoes may be worn.
- Shoes must have tread and be secured to the foot.
- If shoes have laces, they must be laced and tied at the top.
- Flip-flops, heels, boots, sandals, or open-toed shoes may not be worn.

Socks

- Socks must be all white or all black for boys and girls.
- Socks must match.
- Girls may wear white, navy or natural colored pantyhose or tights.

- The only piercing allowed is pierced ears.
 - Earrings must be studs or small hoops (no larger than ½ inch)
 - Bracelets, chokers, collars or cuffs may not be worn.
 - Watches and rings may be worn
 - Small-chained necklaces with one small appropriate charm may be worn inside of clothing.
- Jewelry**
- Sweaters should follow school uniform colors: navy blue, white, light blue or red.
 - No jackets that suggest gang affiliation, such as plaid flannel.
- Sweatshirts**
Sweaters
Jackets
- Navy blue, light blue, red or white hair ties may be worn in the hair only.
 - No sweatbands, headbands, hats, scarves, bandanas, sunglasses, or other body wear/headwear.
 - Religious exceptions must be approved by administration.
- Headwear**

Student Conduct & Behavior Intervention

Behavior Standards

In addition to academics, responsibility and self-discipline are necessary for achieving success in adult life and for keeping the school a pleasant learning environment. Basic behavioral guidelines are posted in school classrooms. Teachers discuss the rules with students in the fall and as needed throughout the year.

Students will not engage in any conduct intended to obstruct, disrupt or interfere with teaching, the functions of the school and District or any District-sponsored activity. Any behavior that endangers the health or safety of others is prohibited as detailed in Glendale Elementary School District No. 40 Governing Board Policy JIC.

Good behavior is required at school, at bus stops, on buses and at all school functions. Whether in class, on the playground, in the cafeteria or on the way to and from school, all students are expected to:

- Be courteous and respectful to others
- Conduct themselves in a reasonable and cooperative manner
- Recognize the authority of the teacher, the principal and other school staff members (i.e., bus drivers, cafeteria staff, teacher assistants, etc.)
- Use proper language
- Exhibit self-control in settling differences of opinion
- Follow all school rules

Care of School Property

Students are given responsibility for taking good care of their school's books, equipment and facilities. If a student loses or damages these items beyond normal wear, the parent/guardian may be held liable for repair or replacement. If a student's misbehavior results in damage to school property, disciplinary action may also be taken.

Personal Property

Students are discouraged from bringing personal property to school. The school is not responsible for damage to, loss or theft of any personal items brought to school. This includes bicycles and electronic devices of any kind, including games, MP 3 players, phones, etc. K-2 students are strongly discouraged from riding bicycles to school. The school does not have the authority to require reimbursement for personal items.

Dangerous Items

Any substance or item that is potentially hazardous, harmful or disruptive is prohibited. If a student has such materials on campus, the school will confiscate the materials, notify the parents, and arrange for disciplinary action.

Possession of Weapons/Illegal Substances

The safety of your child — and of all students — is of utmost importance to us. Possession of weapons, drugs, alcohol and/or tobacco are serious offenses for which a student may be suspended or permanently expelled from the Glendale Elementary School District in accordance with A.R.S. § 15-341 and 15-841. The student may also be subject to civil or criminal prosecution for such offenses. For purposes of these policies, school premises means the school, school grounds, school buses or any property or vehicles used for official school purposes. No student shall use, display, carry, or possess any weapon or simulated weapon on District property, at District-sponsored events or on the way to and from school. Simulated weapons include such items as laser pens and lights, squirt guns, toy guns, and devices that emit electric shocks. See policy JICI for definitions of a “weapon.”

In accordance with applicable laws A.R.S. § 15-345, and Glendale Elementary School District No. 40 Governing Board Policy JICH, the possession, use, sale, distribution or manufacture of drugs in a drug-free school zone, on any District property or at a District-sponsored event is prohibited. Students violating this policy are subject to disciplinary action in addition to criminal prosecution. A “drug-free school zone” means the area within three hundred feet of a school or its accompanying grounds, any public property within one thousand feet of a school or its accompanying grounds, a school bus stop or on any school bus or bus contracted to transport pupils to school. Medical drug prescriptions or over-the-counter medicines should not be in a student’s possession while on school campus and should always be turned into the nurse’s office.

Threats and Harassment

In accordance with A.R.S. § 13-2911 and § 15-841, communicating a threat verbally, in writing or in an electronic form, is a crime. According to state law, any student who, with the intent to terrify, threatens to cause physical injury or serious damage to property or intimidates another person, by word or conduct, is guilty of a criminal violation. Threats and verbal abuse can include, but are not limited to, any offensive action such as bullying, chasing with intent to do bodily harm, and name calling.

Hazing is prohibited and is defined as any act that is intended to injure, degrade, or disgrace a student. Hazing is usually committed in connection with an initiation into a group or organization.

Sexual harassment is prohibited and can include, but is not limited to unwanted or suggestive advances, obscene verbal, written or electronic communication or gestures. Sexual harassment is physical intimidation or creating an intimidating and hostile environment by showing or verbalizing sexually suggestive material.

Bullying

Bullying is defined as systematic, repeated, or recurrent conduct committed by a student or group of students against another student or group of students that causes social/emotional and/or physical harm or distress. The Glendale Elementary School District strives to provide a positive educational environment that prohibits any type of intimidation or bullying of students. It is the policy of the Glendale Elementary School District to encourage any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying, to report the alleged acts immediately to any volunteer, contractor, teacher, guidance counselor, school administrator, or other employee. Each school has a procedure for students, parents and teachers to confidentially report and track document bullying behavior to a school official to trigger investigation, consequence and prevention of further bullying behavior. (A.R.S. § 15-341). If the bullying acts threaten or actually cause injury to a person or property, then more severe penalties are called for and carried out under Arizona’s criminal laws. (A.R.S. § 13-2911).

Electronic Devices

Electronic devices often interfere with the orderly operation of the school and may cause a disruption to the learning environment. Electronic devices include but not limited to cell phones, iPods, audio/video devices, smart watches, and/or electronic games. A student may possess cell phone or smart watch on school property, at after school activities, and at school-related functions, provided that during school hours and on a school bus, the cell phone/smart watch remains off, not on vibrate, and is concealed. Possession of a cellular telephone/smart watch by a student is a privilege. The parent and student shall agree that the phone/watch must be in the possession of the owner and may not be seen, or heard during the instructional day. Violations of this policy will result in disciplinary action against the student. Cell phones/smart watches will be confiscated if it is a disruption. When a cell phone/smart watch is confiscated, it will be logged, labeled and locked in a safe place by school personnel.

1st offense – the cell phone/smart watch may be returned to the student at the end of school day.

Further offenses – the cell phone/smart watch may only be picked up by a parent or guardian.

Cell phones/smart watches not picked up 10 days after the last day of the school year will be donated to a local charity.

Students who use their phone/smart watch for any inappropriate activities or refuse to relinquish their phone/smart watch upon request to any person in authority in a school will lose the privilege of having a phone for the balance of the school year. Inappropriate activities include, but are not limited to, the following:

- Text messaging that contains inappropriate content, profanity, or threats to others
- Cheating on tests
- Taking or showing inappropriate photographs
- Communicating with outside groups or individuals to participate in fights, retaliate, or participate in other inappropriate activities on the school grounds or at school events
- Phones/electronic devices cannot be used to shoot photos or videos of campus activities without prior permission
- Phones/electronic devices cannot be used to shoot photos or videos of campus activities or other students on the bus or anywhere near the bus without prior permission

A student who creates a video of a fight or other illegal activity and posts it on the internet will be considered an accomplice in the behavior issue and will be subject to consequences. The student who possesses a cellular phone/smart watch shall assume responsibility for its care. At no time shall Glendale Elementary School District be responsible for preventing theft, loss or damage to cell phones or any electronic devices brought onto its property. Glendale Elementary School District does not have the authority to require reimbursement.

Student Discipline

Conduct Subject to Disciplinary Action

1. Physical injury, verbal disrespect or threat of harm to any person
2. Possession, use or sale of drugs, alcohol, tobacco or vapor releasing substances
3. Arson
4. Assisting or encouraging others to engage in misconduct
5. Attempts to engage in misconduct
6. Bomb threats
7. Failure to comply with rules established for riding buses
8. Creating a hazardous or physically offensive condition by any act that serves no legitimate purpose (e.g. obstructing traffic)
9. Defamation
10. Defiance of authority
11. Destruction of property (vandalism, graffiti)
12. Disorderly conduct (pushing, running, unreasonable noise, kicking, fighting)
13. Failure to comply with the dress code or school uniform
14. Gambling
15. Inappropriate activation of emergency alarms
16. Interference with disciplinary and administrative proceedings (e.g., influencing a witness, obstructing an investigation)
17. Bullying and Intimidation
18. Misconduct involving computers or the internet
19. Misrepresentation (e.g., forgery, plagiarism, cheating)
20. Physical aggression or assault
21. Sexual misconduct (harassment, indecent exposure, sexual abuse, sexual assault)
22. Tardiness
23. Theft
24. Trespassing (unauthorized presence on District property)
25. Unauthorized entry or access (burglary)
26. Vulgarity

27. Possession of weapons and dangerous instruments or materials

The range of consequences that may be imposed for violations of student conduct rules includes, but is not limited to, the following: verbal warning, written warning, written notification to parents, time-out, detention, suspension from transportation, suspension from athletic or extracurricular activities, suspension of other privileges, removal from class, in-school suspension, out-of-school suspension, alternative placement in an outside program, long-term suspension or expulsion. ***Consequences given by school administration are final. District office will limit their investigation to due process.***

Due Process

Students subject to disciplinary action are entitled to due process. This means that a student:

1. Must be informed of the claims against him/her.
2. Must have the reasons for the claims explained.
3. Must have a chance to present alternative facts.

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.

Interviews

School officials may question students regarding matters related to school without limitation. The parent will be contacted if a student interviewed is then subject to discipline. A student may decline to be interviewed by the School Resource Officer (SRO) or another peace officer. (Board Policy JIH)

Searches

School officials have the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to health, safety and welfare of student(s) exists. (Board Policy JIH)

Detention

A student may be detained after school as a disciplinary measure. Parents shall be given prior notification of detention by the principal or designee. Parents shall be responsible for the student's transportation home.

In School Suspension (ISS)

A student who is referred for a serious act of misconduct or chronic behavior problems may be assigned to in-school suspension by School Administration.

Out of School Suspension (OSS)

With suspension, the student must stay home or remain under direct adult supervision. The student may not be on school premises or attend school events (unless involved in an in-school suspension program). This may include exclusion from promotion exercises for eighth graders. The decision to suspend a student for up to 10 days is determined by school administration. Parents shall be given prior notification of suspension. (See policy JGD). Suspensions greater than ten days require a hearing by the Governing Board.

Saturday School

A student may be assigned to report to school on Saturday for behavior infractions or continued disregard of rules and procedures. A student who does not attend assigned Saturday School will be assigned ISS or OSS. Saturday School is held under the direction of a certified teacher. Not all schools participate in Saturday School. Check with your school administration.

Alternate Educational Settings

If it is determined that the local school is not the most appropriate educational setting for a student with serious misconduct or chronic behavior problems, the administrators may refer the student to an Alternative School per A.R. S. § 15-841, or recommend to the parents that they seek an alternative placement.

Long Term Suspension or Expulsion

A suspension for greater than 10 days is considered long term, and may allow for the eventual return of the student to the Glendale Elementary School District. Parent will receive a certified mail packet of information outlining the procedures, documentation and evidence for a Long term Suspension Hearing. Every effort will be made to schedule the Long term Suspension Hearing within the suspension given by the school, but it is contingent on the schedule of the Hearing Officer. Students are not permitted to return to school until a final decision is made by the Hearing Officer.

Expulsion permanently bars the student from attending a school in the Glendale Elementary School District. All recommendations for student expulsion are referred to the Governing Board for action, and the parents will be requested to attend a hearing before action is taken. (See policy JGE). The school administration should work with the parent to determine alternative placement, and the final decision will be made by District administration.

Student Concerns, Complaints, and Grievances

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

- Violation of student's constitutional rights.
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies not related to the student's individual capabilities.
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.
- Harassment of the student by another person.
- Intimidation by another student.
- 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.

The guidelines to be followed are:

- The accusation must be made within 30 calendar days of the time the student/parent knew or should have known that there were grounds for the complaint/grievance.
- The complaint/grievance shall be made only to a school administrator or professional staff member.
- The person receiving the complaint will document information for the complaint form.
- Written documentation of the complaint should be represented to the school administration.
Forms are available in the school office.
- 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 seventh and eighth grade 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 under this policy. A parent or guardian who wishes to complain should do so by completing the forms following Policy KE on Public Concerns and Complaints. *Forms are available in the school office.*

A complaint/grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than 30 calendar days from the date of the occurrence of the alleged incident. False or unproven complaint documentation shall not be maintained.

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.

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.

Federal privacy laws prohibit the district from naming employees involved in disciplinary action and from revealing the consequences of those actions to others.

When District officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed.

Emergencies

Crisis Planning

Each school has a crisis plan in place to deal with various emergencies that may occur. During an emergency, special procedures will be put in place for picking up students and signing them out. Additionally, in certain emergencies all students may be transported to another location for their safety. At other times the school may need to be placed in lockdown. Students would be required to stay in their classrooms until the emergency is over. This may delay release of the students at the end of the day. We ask for your cooperation during these rare crisis situations.

Parent/Guardian Emergency Contact

Although emergencies happen infrequently, it is very important to **keep your child's emergency information up to date** so we can reach you if there is a problem. If a child is involved in an emergency situation, every effort will be made to contact the parent/guardian immediately. If the parent cannot be reached the alternate person listed on the student's emergency card will be notified. The school will continue to try to locate the parents. If emergency medical care is needed, the student will be taken to the nearest hospital. When children hurt themselves at school, parents are responsible for any related medical bills. *If a student is not picked up in a timely manner and contacts are unable to be reached, police may be involved.*

Academics

Educational Philosophy and Curriculum

The Glendale Elementary School District (GESD) is devoted to providing your children with the knowledge and skills necessary to meet the challenges needed in the 21st century. The District has already implemented many of the changes that government, business and educators agree are necessary for children to be successful, productive citizens in an increasingly competitive world. Our comprehensive curriculum was developed with input from both parents and educators. In addition to the basics, reading, language arts, science, mathematics and social studies, students develop higher level thinking skills that will equip them for continuing success throughout adulthood. All curricular areas are based on Arizona Department of Education State Standards.

Mission Statement

The mission of GESD is: Our highly trained and caring staff, in partnership with our families and community, ensures each student will achieve the academic excellence and confidence to embrace a future of higher education leading to a productive and fulfilling life.

Promotion Standards

The District is dedicated to the continuous growth and development of each student. Therefore, all students are expected to meet certain requirements before promotion to the next grade. Attendance at school, achievement on class work, teacher recommendation, as well as performance on the District achievement and state-mandated tests are considered in decisions regarding promotion. If a student is having difficulty with any of the promotional requirements, a school team will work with the parents to develop strategies for helping the student meet the requirements. The teacher is responsible for the final decision to promote or retain a student. Parents may appeal the decision to the Governing Board. More detailed information on student promotion is contained in the GESD Policy Manual (See Policy IKE).

A.R.S.§ 15-701 requires that students enrolled in kindergarten beginning with 2010-2011 school year must demonstrate minimum competency in reading by the third grade as determined by state testing. Students who score “Falls Far Below” in reading on state testing will not be promoted. Specifically, a student whose state testing reading scores indicates s/he is reading far below the third grade level will not be promoted unless the student meets one of the “good cause” exemptions, as approved by the State Board of Education:

1. English Language Learners or Limited English Proficient that have received less than two years of English instruction; and
2. Students with disabilities, provided that the pupil’s individualized education program (IEP) team, which includes the pupil’s parent or guardian, agrees that the student is in need of services which may impact the ability of the student to demonstrate mastery in the area of reading. Such services include, but are not limited to, reading, written expression, oral language, listening comprehension, or severe social/emotional supports.
3. A student in the process of a special education referral or evaluation for placement in special education and/or a student who has been diagnosed as having a significant reading impairment including dyslexia.

District schools will provide a separate written notification to parents of students with substantial reading deficiencies identified prior to the end of the third grade, which will include the following:

1. Description of currently provided reading services;
2. Description of available supplemental instructional services and supporting programs designed to remediate reading deficiencies;
3. Parental strategies to assist in student becoming proficient;
4. Statement that the student will not be promoted if the student receives a state testing reading score indicating s/he is reading far below the third grade level unless the student is exempt from the retention policy or qualifies for a “good cause” exemption.

Report Cards

Report cards are sent home four times a year, shortly after the end of each grading period. However, your child’s educational progress is evaluated continually, so we encourage you to contact the teacher any time you have questions or concerns. Students are graded on a scale that replicates the state guide for assessing student progress. The following scale is used to indicate student progress on meeting the Arizona grade level standards. A grade of “4” is the highest. Grades are reported to the 10th place to communicate how near the child’s student achievement is to the next level of proficiency.

- 4 = Highly Proficient
- 3 = Proficient
- 2 = Partially Proficient
- 1 = Minimally Proficient
- 0 = Not enough information

Highly Proficient indicates that the student: (1) demonstrates mastery, with excellence, of the grade-level standards with relative ease and consistency; (2) applies and extends the key concepts, process and skills; (3) is working at grade level yet at a higher level of thinking.

Honor Roll

Many of our schools have established an Honor Roll program to recognize outstanding academic achievement. Please check with your school’s administration regarding this recognition.

Homework

The goal of homework is to enrich or practice previously taught skills. Total homework assigned for all subjects at a grade level should not exceed 10 minutes per night for each grade attained. For example, Kindergarten or 1st grade homework should not exceed 10 minutes and 8th grade should not exceed 80 minutes. Students should minimally receive at least three homework assignments per week. Your support and communication regarding homework is very important for your child’s academic development.

General Information

Visitors

We're always delighted to have you visit the schools; it gives us a chance to get to know you better and to share information about school programs and operations.

All visitors to any school during the day must report to the office, sign in on the visitor's log and obtain a visitor's pass. Visitors must provide identification upon request in order to obtain a visitor's pass. It is very important for us to know who is on campus to maintain student safety and security, and to prevent the school routine from being interrupted. Although it's rarely required, Arizona law allows schools to deny access to individuals who would be in violation of those conditions.

For those who wish to visit a classroom during the school day, it is preferred that the teacher and principal be contacted in advance to arrange a day and time for such visit so as to avoid any conflicts with the school schedule. (GESD Board Policy, KI-R)

Arrangements for birthday parties and special celebrations need to be made at least 3 days in advance with your child's teacher.

Tobacco-Free Policy

For the protection of public health, and to set a good example for children, the use of tobacco on school grounds and other District property is prohibited. Parents and other visitors are prohibited from smoking, chewing tobacco or using any electronic tobacco devices while on school property or at school-sponsored events such as field trips.

Extracurricular Activities

Schools provide extracurricular activities which are designed to meet the diverse interests of elementary children. Activities vary at each school, but may include things such as drama, chess, journalism, clubs, student government and athletics. Students whose behavior presents a problem or jeopardizes school discipline may be ineligible for participation in extracurricular activities until such time as their behavior warrants reinstatement. Sixth, seventh and eighth grade students must maintain passing grades to participate per School Board Policy JJJ.

Purchase of Textbooks

All textbooks remain the property of the District. If a student requires a second copy of a textbook or workbook for any reason (loss, damage, etc.), the parent/guardian is required to pay for the replacement. Payment arrangements should be made through the school's office.

Interviews by the Department of Child Safety (DCS)

Interviews by Department of Child Safety employees investigating abuse/neglect may be conducted at district schools. The parent of a student, who is the subject of an investigation, or the sibling of the subject, need not be given notice of such interviews. School officials may be present at the interview only if it is necessary to the investigation.

Interviews by Law Enforcement Officers

If a law enforcement officer requests an interview with a student regarding a criminal investigation, the school administration shall make reasonable efforts to notify the student's parent of the interview request, unless the law enforcement officer deems that notification would interfere with the investigation.

If the law enforcement officer refuses to allow notification prior to the interview, either the law enforcement officer or a representative of the District will notify the student's parent within a reasonable time after the interview. Unless otherwise directed by the law enforcement officer, a school official may be present during the interview.

If a student is taken into custody (arrested) while on campus, the arresting officer will be asked to notify the student's parent or legal guardian. In addition, the school administrator shall make reasonable efforts to ensure the student's parent has been notified that the student has been taken into custody. The District personnel shall cooperate fully with law enforcement officers. When the arrest is formally made, the District and its employees no longer exercise jurisdiction over the student.

Special Services

Free Appropriate Public Education (FAPE)

Federal and state law requires school districts, charter schools and other public education agencies to provide a free, appropriate public education to eligible children with disabilities. This free, appropriate public education refers to special education and related services described in an Individualized Education Program and provided to the child in the least restrictive environment. Children with disabilities, and their parents, are guaranteed certain educational rights, known as procedural safeguards, from birth to age 22. The law and its implementing regulations also provide methods to help assure that your input is considered. For a copy of the procedural safeguards call the district's Special Education Department at (623) 237-7148. If you have reason to believe your child (including preschooler) has a physical, mental or emotional disability, please confer with your child's teacher or the school principal to discuss your concerns. Each school has a special services team to address student needs, develop interventions and engage in pre-referral, evaluation and case management activities. Special education programs available include self-contained classrooms, cross-categorical resources and supportive services in the regular classroom. As much as possible, special needs students are educated at their neighborhood schools within regular classrooms. Severely disabled students are served in specially equipped District programs located at several school sites. The District also offers services to students attending private or parochial schools within the District. For information, please call (623) 237-7148.

Child Find

GESD provides identification services for children who may have a disability in the following areas: physical, cognitive, communication, emotional and/or self-help. If you suspect that your child might have a disability, please talk with your child's teacher or local GESD School.

For children birth to Kindergarten age, the school will complete and send a referral tracking form to the Preschool office. For children birth to two years and nine months, a referral will be made to AzEIP. For children ages two years and nine months to Kindergarten age, Preschool staff will screen and/or evaluate your child. Students who meet eligibility criteria will be offered appropriate services.

For school-aged children, the teacher completes a screening form within 45 days after enrollment. If concerns are recognized, the school will follow up with appropriate intervention. The child's parent or teacher may request a Child Study Team address areas of concern throughout the year. When appropriate, parent(s) will be contacted for written consent for your child to be evaluated. A school team, including the parent, will review the evaluation information to determine if your child is eligible for and in need of services. Students who meet eligibility criteria will be offered appropriate services.

Preschool Programs

Preschool programs are offered for children, ages three through five at several District schools. The programs center on child development, recognizing that preschool children have unique educational needs. Warm, caring personnel, with specialized training in working with young children, staff the District preschools. For information call the following:

Head Start	(623) 486-9868
Preschool Office	(623) 237-7168
For Migrant Families	(623) 237-7162
For Special Needs Preschoolers	(623) 237-7148
For Community Ed. Preschool	(623) 237-7168

Annual Parent Notification of Medicaid Reimbursement

Glendale Elementary School District receives funding from the Medicaid Direct Service claiming (DSC) program for IEP covered services to eligible children through the Arizona Health Care Cost Containment System (AHCCCS), Arizona's Medicaid agency. Examples of covered services include speech therapy, assistance with daily living skills, special education transportation, and nursing services.

Parents are not required to sign up for or enroll in AHCCCS to receive IEP services or a free appropriate public education (FAPE), nor are they responsible for any out of pocket expenses for these IEP services. The district's use of this reimbursement program does NOT in any way affect or impact other AHCCCS benefits to which the child is entitled, including any otherwise eligible services outside of school. Parents' refusal to allow access to their AHCCCS benefits does not relieve the district of its responsibility to ensure that all required services are provided to the child at no cost to the parents. Granting of consent is voluntary on the part of the parents and may be revoked at any time. If consent is removed, that revocation is not retroactive i.e., it does not negate an action that has occurred after the consent was given and before the consent was revoked. {300.154}

Please contact the Special Education Department for Glendale Elementary School District at (623) 237-7148 with any questions.

ADA Section 504

Section 504 is civil rights legislation that prohibits discrimination against persons with a disability in any program receiving federal financial assistance. This legislation defines a person with a disability as anyone who has a mental or physical impairment that substantially limits one or more major life activities such as caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communication, and working. The school district has specific responsibilities under this legislation that includes identifying, evaluating, and if the child is determined to be eligible under Section 504, afforded access to a free appropriate public education. A Parents Right Brochure is available through the school district's Student Services Department. For further information, please contact the Student Services Department at (623) 237-7133.

Homeless Services

Preschool and school-aged children living temporarily in any of the following situations due to the loss of housing or economic hardship, or natural disaster, have rights and protections under the McKinney-Vento Homeless Education Assistance Act:

- In a shelter, motel, vehicle or campground
- On the street
- In an abandoned building, trailer or other inadequate accommodation
- Doubled-up with friends or relatives because you cannot find or afford housing

Some of these rights are:

- Enroll in school immediately without giving a permanent address or proof of residency
- Continue in the school you attended before you became homeless or the school last attended, if requested
- Receive transportation to the previous school, if requested
- Participate in school programs with children who are not homeless
- Receive the same special programs and services as other students

The local liaison for homeless education can assist families and students with further information and assistance. Please call (623) 237-7142 if you need more help.

Health Services

School Nurse

Each school has a nurse on staff that is responsible for administering emergency treatment, giving medications, monitoring immunization records and protecting the general health of students. If your child has a health problem that may require special attention or treatment during school hours, please be sure to discuss the situation with the school nurse and the classroom teachers each school year so that provisions for their treatment can be arranged.

Fevers – Please keep sick children at home, especially if they have a fever. The district requires that a student be fever free without fever reducing medications for 24 hours before they return to school.

Immunizations – Proof of immunizations are required during a student's initial enrollment. It is the parents' responsibility to keep their child's immunizations current. Per Arizona state law, students may be excluded from school if the parent has failed to obtain immunizations for their child. As new immunizations are due, your school

nurse will send a reminder letter home with a deadline date. Whenever your child gets a new immunization, please bring a copy into the health office so we may have a copy for your students' health records.

Communicable Diseases – Please notify the office staff and/or the school nurse if your child is diagnosed with a communicable disease by a physician. This information will remain confidential, but is important information to have for the health and well-being of other students. All students returning to school after recovering from a communicable disease should be seen by the school nurse before returning to class.

Pediculosis (Lice Infestation) Students with pediculosis shall be excluded from school until treatment specific for pediculosis has been initiated and the student is symptom free. Students with live lice may remain in school until the end of the day but may not return to class if unable to reach the parent/guardian. Any siblings of the student with lice will also be checked for lice. Students may return to school when they are symptom free. The student must be cleared by the nurse prior to returning to school.

The parent/guardian will be provided written information about pediculosis, treatment procedures and readmission requirements.

Medications – Students receiving prescription medication at school: The medication needs to be in its original container with the prescription label intact. The name of the student taking the medication must be on the prescription label. Per state law, students may NOT transport medications to and from school as this poses a hazard to other students. A parent or guardian needs to transport the medication to school and complete a permission form for their child to receive medication at school. The medication can only be given per the instructions on the prescription label. If the parent wants it to be given on a different schedule, then the MD must fax additional orders to the school nurse. Each medication permission form is good for the current school year only. **Students receiving Non-Prescription (Over the Counter medications) at school:** Each year the parent will be provided with a nurse permission form, to give permission for the nurse to give specifically listed Over the Counter medication at school. This form must be signed, for a student to receive OTC medications at school. Any other Over the Counter medications not listed cannot be given at school without a physician's written prescription.

Student Insurance

All parents are encouraged to purchase student accident insurance or have their child covered by private insurance. The District does not provide medical insurance for students who are injured at school. It is important to know that the school provides first aid and minor injury care only. When children hurt themselves at school, parents/guardians are responsible for any related medical bills.

For your convenience and protection, you may purchase an insurance policy for your child through the District. Coverage is optional; however, students participating in certain athletic programs must have insurance coverage. Parents/guardians of student athletes will be asked to verify that insurance is in force. Information on the various types of insurance coverage will be sent home with your child at the beginning of the year. All further arrangements are made directly with the insurance company. Insurance enrollment and claim forms are available in the school office, and at www.studentinsurance-kk.com; for questions call 1-855-742-3135, enrollment (623) 572-9544 and claims 1-800-237-2917.

Student Wellness/Nutrition

The District is committed to complying with the Smart Snack in School Standards that support learning and student achievement through proper nutrition. Food and beverages made available on campus during the school day are to be consistent with the standards per GESD40 Student Wellness Policy JL, regulation JL-R. The school day is defined by the USDA as from **12:00 AM (midnight) until one half hour AFTER the last bell**. The following guidelines address individual foods and beverages shared during school events including fundraising and celebrations.

Smart Snack in School Standards

- Less than 35% of total calories from fat
- Less than 10% of total calories from saturated fat
- 0 grams of trans fat

- No more than 35% total sugar by weight
- Maximum 200 calories per serving as packaged or served
- Maximum 230 mg of sodium as packaged or served
- All beverages are 100% juice, low-fat milk or water. Sports drinks such as Gatorade are not allowed.

Food Suggestions that are allowed include baked chips, pretzels, whole grain crackers, graham crackers, many variety of granola bars, low-fat ice creams, low fat yogurts, fresh fruit trays and raw vegetable trays with low-fast dips. Visit the GESD webpage for a link to the “alliance smart snacks product calculator” <http://portals.gesd40.org/district/nutrition>. Non-food treats are encouraged.

To ensure food safety, only pre-packaged, store bought foods can be shared or sold. Homemade or unwrapped food cannot be shared or sold at school events.

Transportation Services

GESD TRANSPORTATION SCHOOL BUS RULES

1. Follow School Bus Operator and/or School Bus Monitor directions at all times.
2. Be present at your assigned bus stop location at least 5 minutes prior to scheduled pick up.
3. Respect all property on and around your bus stop location.
4. Form a line at your bus stop location and stay on the sidewalk.
5. If you do not know what your assigned seat is, ask your school bus operator.
6. Keep hands, feet and objects to yourself.
7. Only water may be consumed on the bus.
8. Please keep your pet(s), insect(s), glass and anything on wheels at home. Any and all items must be kept inside a backpack and athletic equipment or musical instruments must be in a case or athletic bag.
9. Passengers must scan and show bus pass AM and PM.
10. Any replacement bus pass is subject to a monetary fee.

Passengers may only board and exit at their assigned bus stop location.

In the PM, there is a “no pass, no ride” rule. Passengers without a pass will be permitted to board the bus in the morning but must obtain a temporary pass from the school office prior to boarding the bus in the afternoon. The temporary pass is valid for 24 hours. After the 24 hour period, the student must obtain a permanent pass from the school office. Riding the school bus is a privilege, not a right. Buses may be equipped with GPS and Digital Cameras with Audio.

BUS INFRACTION LEVELS AND CONSEQUENCES

All students are given a WARNING by school bus staff before formal discipline is administered.

All infractions have been approved through Title 17 Transportation Chapter 9, Department of Administration for School Buses and School Bus Drivers; A.R.S. 28-900 & 28-3228 under A.R.S. 41-1032. Consequence three must be followed under G.E.S.D. Behavior Intervention Matrix.

LEVEL ONE – INFRACTIONS

- Failure to remain seated
- Loud disruptive talking or yelling
- Eating, drinking or chewing on bus (except water)
- Not listening to bus operator/monitor
- Other

LEVEL ONE – CONSEQUENCES

- Conference with student and bus referral sent home
- Conference with parent and student

- In school detention (1 day) and conference
- In school detention up to 5 days and conference
- In school detention up to 10 days and conference – in person
- Bus suspension (5 days) and conference – in person

LEVEL TWO – INFRACTIONS

- Profanity, obscene language or gestures
- Extending body part out of the bus
- Vandalizing/Destruction of district property (Restitution may be required)
- Failure to take assigned seat
- Late to bus stop
- Spitting
- Other

LEVEL TWO – CONSEQUENCES

- Conference with student and parent
- In school detention up to 5 days and conference
- Bus suspension (5 days) and conference
- Bus suspension (10 days) and conference – in person
- Bus suspension (30 days) and conference – in person

LEVEL THREE – INFRACTIONS

- Matches, lighter, stink bomb or smoking on bus
- Throwing objects
- Physical Assault
- Crossing behind the bus
- Activating or tampering with emergency equipment
- Weapon, simulated weapon, firearm, destructive device or dangerous object (on bus or at bus stop)
- Other

LEVEL THREE – CONSEQUENCES

- Bus suspension (5 days) and conference
- Bus suspension (10 days) and conference – in person
- Bus suspension (30 days) and conference – in person

Bus suspension (4 months or remainder of school year) and conference – in person

Consequence three must be followed under G.E.S.D. Behavior Intervention Matrix

You can review bus rules on line at:

<http://www.gesd40.org/internetportal/transportation/Schools/tabid/2709/Default.aspx>

Student and Parent Rights

Notice to Parents

As a parent of a student at GESD, you have the right to know the professional qualifications of the classroom teachers who instruct your child. GESD must notify parents if their child is taught by a teacher that is not “highly qualified” for four consecutive weeks. The No Child Left Behind Act allows you to ask for certain information about your child’s classroom teachers, and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to contact your school’s principal for the following information about each of your child’s classroom teachers:

- Whether the Arizona Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Arizona Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher’s college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers’ aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

Student Photos/Video/Internet

During the school year, the District may photograph, videotape or interview students to help publicize the good things happening in our schools. These may be published in the newspapers, in District publications on the internet, or aired on television. Photos, videotapes or quotes from students gathered by school personnel are used only to publicize positive school-related activities and programs. **If parents do not wish their child's image to be used they must inform their child's school in writing.** Parents wishing to film campus activities must receive permission from the school principal.

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records:

- The right to inspect and review the student's education records within 45 days after the day the (Name of School) receives a request for access. Parents or eligible students should submit to school principal, or appropriate school official, a written request that identifies the records they wish to inspect. The school or district official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- Parents have the right to request in writing that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
 - School officials with legitimate educational interest;
 - A legitimate educational interest means the review of records is necessary to fulfill a professional responsibility for the school;
 - A school official is a person employed or contracted by the school to serve as an administrator, supervisor, teacher or support staff member (including health staff, law enforcement personnel, attorney, auditor or other similar roles); a person serving on the school board; or a parent or student serving on an official committee or assisting another school official in performing his or her tasks;
 - Other schools to which a student is seeking to enroll;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, sports participation (including height and weight of athletes) and dates of attendance *unless notified by the parents that the school is not to disclose the information without consent.*

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.

Destruction of Information

Destruction of information means physical destruction or removal of personal identifiers from information so that the information is no longer personally identifiable. The District informs parents when personally

identifiable information collected, maintained, or used under the Individual With Disabilities Act is no longer needed to provide educational services to the child. The information is also destroyed at the request of the parents. However, permanent records of a student's name, address and phone number, his or her grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation. The District follows the State's guidelines to determine the destruction of information timeline. Currently, Special Education records are destroyed five (5) years after the student has withdrawn, transferred, graduated, or been exited from special education services from the District.

Individuals with Disabilities Education Act (IDEA), is a federal law that protects the rights of students with disabilities. In addition to the standard school records, for children with disabilities education records could include evaluation and testing materials, medical and health information, Individualized Education Programs and related notices and consents, progress reports, materials related to disciplinary actions and medication agreements. Such information is gathered from a number of sources, including the student's parents and staff of the school of attendance. Also, with parental permission, information may be gathered from additional pertinent sources, such as doctors and other health care providers. This information is collected to assure the child is identified, evaluated and provided a Free Appropriate Public Education in accordance with state and federal special education laws.

Each agency participating under Part B of IDEA must assure that at all stages of gathering, storing, retaining and disclosing education records to third parties that it complies with the federal confidentiality laws. In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements and will occur five years after the child has withdrawn from the district.

For additional information or to file a complaint, you may call the federal government at (202) 260-3887 (voice) or 1-800-877-8339 (TDD) OR the Arizona Department of Education (ADE/ESS) at (602) 542-4013. Or you may contact:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

Arizona Department of Education
Exceptional Student Services
1535 W. Jefferson, BIN 24
Phoenix, AZ 85007

This notice is available in English and Spanish on the ADE website at www.ade.az.gov/ess/resources under forms. For assistance in obtaining this notice in other languages, contact the ADE/ESS at the above phone/address.

Reporting Suspected Child Abuse or Neglect

The law requires any school District employee who receives information or has reason to believe a child has been abused or neglected to report the situation to Child Protective Services (CPS) and/or the police, or to have a supervisor make the report. The employee is not responsible for proving abuse or neglect, remains anonymous and is exempt from liability. However, the employee must give all factual information about the situation to CPS.

If you are dealing with an abusive or other difficult situation in your home, various community agencies can help you. Call Parents Anonymous at 1-800-352-0528 or Glendale Community Council at (623) 937-9034 for other referrals. You do not need to give your name, and in most cases free or low-cost assistance is available.

Other District Services

English Language Development-ELD Program

The English Language Development-ELD Program for grades K-8 is designed to teach the Arizona Common Core Standards as well as the Arizona English Language Proficiency (ELP) Standards through GESD curriculum in order to meet the linguistic needs of students. ELD is a type of instruction that has as its orientation the teaching of English language skills to students who are in the process of learning English. Minimal native language is used in the ELD classroom. The goal of the program is to help children become competent learners in English and speakers of the English language. For more information call the Director of Language Acquisition at (623) 237-7171.

Gifted Student Services

GESD is committed to providing a learning environment that promotes individual strengths and maximizes potential. Gifted students are clustered into gifted strand classrooms at each school. There the curriculum is differentiated to challenge our gifted students. This differentiation, in line with Arizona standards, affects the student experience in terms of process, content and product. Questions can be directed to the Student Services Department at (623) 237-7197 or to your school's principal or gifted lead teacher.

Title I—Improving America’s Schools

Title I federal funds are allocated to schools having high concentrations of low-income students. These funds supplement District efforts by providing additional instructional services to students in order to help them acquire the knowledge and skills contained in the state common core or college and career ready standards, and to meet the state performance standards. For further information on Title I programs, talk with your school principal or visit the district website.

Extended Day/Before and After School Care

As a service to our community, some GESD schools are able to offer Extended Day Child Care programs that are licensed by Department of Health Services. Extended Day is offered after school, and provides supervised care for GESD students Kindergarten through sixth grades. Children participate in a variety of educational, recreational and social activities. Costs are reasonable, and low-income families may qualify for financial assistance through DES. Call the Extended Day office at (623) 237-7144 for more information.

Summer School

GESD offers a variety of summer school programs, which focus on enrichment and/or remediation in the areas of language arts, math, science, fine arts and computers. Information is sent to parents in the spring. For information, call your school.

Food Services

The Glendale Elementary School District provides a food services program, which offers students well-balanced, inexpensive breakfasts and lunches. The District participates in the National School Lunch and Breakfast programs by providing free and reduced price meals according to federal guidelines. Applications for free or reduced meals may be picked up in the school office or can be completed electronically at <http://portals.gesd40.org/district/nutrition/default.aspx>.

Menus are sent home with students at the beginning of each month. This helps students plan ahead and decide if they want to purchase a school meal, or bring a sack lunch from home. Breakfast Menus are posted in the cafeteria. At school, children may select a “complete” school meal. Each site also has a salad bar that children may select additional fruits and vegetables at no charge.

The District does not have provisions for charging meals. If your child does not have money for a meal, he/she should advise the teacher, food service manager or cashier.

Technology

Students in Glendale Schools will utilize technology as a tool to achieve educational outcomes as specified by the state technology education standards. The use of electronic resources is provided with limited privileges. Parents and students are asked to read and sign the **Electronic Information Services User Agreement** as indication that they understand the purpose, code of conduct, conditions and uses of technology resources including the Internet. A copy of the agreement is located in the back of this handbook. Student computer use will be routinely monitored. If parents do not wish their child to have access to the internet and email, parents must inform the child's school in writing.

Migrant Student Program

The Migrant Education Program is a federally funded supplemental program which is designed to serve the special educational needs of children of migratory agricultural workers by providing educational, health and social services. The program offers a variety of services for students and parents such as referrals for medical/dental screenings, after school tutoring, summer school, web-based student tutorials, family literacy programs, school uniform assistance, , and language interpretation / translation services to communicate student achievement and behavior. If you are, or know of a migrant family, please call (623) 237-7207.

Refugee Program

The program's goal is to empower the refugee child and family with the skills necessary to become fully integrated into the US educational system. The program offers several services such as after school tutoring, summer school, family literacy programs, ESL classes for parents, language interpretation/ translation services to communicate student achievement and behavior, school uniform assistance and referrals to community agencies.. For information call (623) 237-7162.

Banner Health School-Based Health Clinic

Banner Health staffs and operates a School-Based Health Center (SBHC) at Isaac E. Imes Elementary School when school is in session. This center serves uninsured children and youth with health care services. A **bilingual** Family Nurse Practitioner is available for consultation on health conditions and provides comprehensive assessment, diagnosis and treatment when necessary. Services are **free or low-cost**. Translation services are provided to non-English speaking families. Our clinics do not provide emergency care, hospitalization or trauma care. We also do not provide dental care, reproductive health care or mental health care, but can provide more information on resources available. Consultation provided for the symptoms listed below:

Cold and flu, Asthma, Allergies, Ear infections, Pink eye, Stomach Pains, Skin problems, Sore throat, Urinary tract infections, Sinus pains, Obesity, Sports physicals, and Annual check-ups

Location:

Isaac E. Imes Elementary
6625 N. 56th Ave
Glendale, AZ 85301

Days/Hours:

Wednesday 8:30 a.m. - 4:30 p.m. **Appointments:** Call (480) 412-6344

The clinic reserves the right to close early if they are not busy. Please call the number above for that information.

Obtain more information about the District on the District website: www.gesd40.org. For a complete explanation of District policies, contact the school office to review the policy manual or consult with the school principal.

**GLENDALE ELEMENTARY SCHOOL DISTRICT
ELECTRONIC INFORMATION SERVICES USER AGREEMENT**

Acceptable Use - I understand and agree as follows:

1. The Electronic Information Services (EIS) System has been established for a limited educational purpose and may only be used for educational purposes. The term “educational purposes” includes classroom activities, career or professional development, limited high-quality personal research and other work related purposes. I may not use the system for entertainment purposes (unless specific permission is given for this purpose), commercial purposes or political lobbying. I am expected to follow the rules set forth in the District’s disciplinary code and the law. In addition to this Agreement, use of the EIS System is governed by Governing Board Policy IJNDB and Administrative Regulation IJNDB-R, copies of which are available at each school office.
2. The EIS System has not been established as a public access service or a public forum. Therefore, the District has the right to place reasonable restrictions on the material accessed or posted through the system. I am expected to follow the rules set forth in the District’s Policies and Administrative Regulations and the law. I realize that all E-mail, phone messages/calls, and other forms of electronic communication, accessed through district devices, can be recorded and stored along with the source and destination of the communication, and that messages are not necessarily deleted when I delete them.
3. EIS provides for personal devices to be connected to Guest wireless accounts. This is the only acceptable method of connecting a personally owned device (such as a laptop, smartphone, iPad, or tablet) to the District network. No other method of connecting to the District network, through local area connections or other wireless networks, is permitted. As these devices are not managed by the District, heavier restrictions may apply which cannot be altered or removed. Guest networks are provided for educational or business purposes only. Bandwidth resources are limited. Connecting a personal device is a privilege and may be revoked or limited at any time for any reason, especially for safety and security concerns.
4. Students and employees may use certain personally owned technology devices for educational activities at school, but the District must protect its own hardware, software, and other resources from abuse or damage. The District does not assume liability for damage or loss of personal equipment or data found thereon. Personally owned computer devices such as a tablet, netbook, small laptop, smartphone, or equivalent (e.g. iPod, iPad, Kindle, Android Tablet, Chromebook, Nook, etc.) may be used in the classroom if the device is approved by the Information Technology department and if there is explicit permission from the school principal and (for students) individual teachers and a legal guardian. On a case-by-case basis, this privilege may be taken away for individuals at any time and for any reason. Because of safety concerns and power constraints, personal devices must be battery operated and must never be plugged into a power outlet at the District, with the exception of teacher printers and scanners.

The District, through designated personnel, retains the right to inspect personal devices, USB thumb drives, computer equipment and any data or software within at any time to ensure compliance with the Children’s Internet Protection Act and district rules and policies. Some inspections may be done automatically, remotely, silently, and without regard to personal files. If viruses, spyware, hacking tools, or inappropriate material is found, your personal files may be permanently deleted, altered or copied. If illegal or objectionable material is found that violates this agreement or any local, state or federal law, the device may be confiscated.

If you bring an approved personal device to the District, you agree to the following:

- a. I am using my personal device with the permission of the District, District representatives, and (for students) a legal guardian.
- b. I will use this equipment for educational or approved District business purposes only.
- c. I will follow all district rules regarding the use of technology.
- d. I will not connect this equipment directly to the district network, which includes all network cables, jacks, and switches. Instead, I will connect to the Guest wireless network if I want Internet access.
- e. I will not supplement my personal devices with District resources such as paper and toner.
- f. I understand that the school and District are not responsible if my equipment is lost, stolen, or damaged.

- g. I understand that the district information technology department, a principal, or a teacher (for students) may inspect my equipment (including software and files) in order to verify that I am following the rules.
 - h. I will only bring the following personal devices to the District: USB thumb drives, tablets, netbooks, small laptops, iPods/smartphones or equivalent, printers/scanners/cameras (employees only) so long as they connect directly to a computer/laptop and not to the network.
 - i. I will use help documents on the District website or instruction manuals for my device instead of asking District employees to support my personal equipment.
5. Publicly available web services on the EIS System may be used from personal devices and/or networks outside of the EIS System. Examples include the website, webmail, Email on smartphones, and student/employee management systems like Synergy and Visions. Upon termination or at the discretion of the District, your email may be locally or remotely wiped from your personal device.

Unacceptable Uses

To prevent against unacceptable use of the EIS System, I understand and agree as follows:

1. **Personal safety or the safety of others.** (Applicable only to students.)
 - a. I will not post personal contact information about myself or others (i.e. names, addresses, telephone numbers, school address, etc.) unless I have prior permission from my teacher and parent to do so.
 - b. I will not meet with someone I meet online without my parent's approval and involvement.
 - c. I will promptly tell my teacher or school principal if I receive any message that is inappropriate or makes me feel uncomfortable.
2. **Illegal Activities.**
 - a. I will not attempt to gain unauthorized access to the EIS System or any other computer system through the EIS System or go beyond my authorized access. I will not attempt to log in through another person's account or access another person's files without their express permission. I will not share my password to any system or allow others to access any system while logged on under my name.
 - b. I will not attempt to disrupt the EIS System or destroy data by spreading viruses or by any other means.
 - c. I will not use the EIS System to engage in any other illegal or inappropriate acts (drug or alcohol purchase, distribution or sale, criminal gang activity, threatening conduct, etc.).
3. **Plagiarism and Copyright Infringement.**
 - a. I will not plagiarize works I find on the Internet. Plagiarism is taking the ideas or writing of others and presenting them as if they were mine.
 - b. I will respect the rights of copyright owners. Copyright infringement would occur if I inappropriately reproduce a work or software program that is protected by a copyright. If a work or software program contains language that specifies appropriate uses of that work or program, I will follow those requirements. If I am unsure of whether I may use a work or program, I will request permission from the copyright owner. I will ask a teacher or EIS System administrator if I have questions.
4. **System Security.**
 - a. I am responsible for my individual account. I will not provide my password to another person or use another person's password unless I have obtained prior written permission to do so from my teacher (for a student) or an EIS System administrator (for an employee).
 - b. I will not permit another person to use my account or use another person's account unless I have obtained prior written permission to do so from my teacher (for a student) and an EIS System administrator (for an employee).
 - c. I will immediately notify my teacher or the EIS System administrator if I have identified a possible security problem, including, but not limited to, the unauthorized use or alteration of a password, file or tapes, or attempt to access information, files or system areas beyond those for which a user has been granted access.
 - d. I will not download any software unless I have obtained prior, written permission to do so from my teacher (for a student) and an EIS System administrator (for an employee).
 - e. I will follow the District virus protection procedures when downloading software I have been given prior written permission to download, to protect against the inadvertent spread of computer viruses.

- f. I will not act to or attempt to harm, destroy data or otherwise deny or interfere with service to other users of the EIS System. This includes, but is not limited to, uploading or creating computer viruses.
- g. I will not act to or attempt to repair, modify or destroy District owned computer or communications equipment without prior approval. All requests for repair or service will be channeled through the District user support system.
- h. I will not move or remove any District-owned or administered computer equipment from the District's premises without prior approval.
- i. Except for certain devices that are allowed to connect to the Guest wireless network, as stated in the Acceptable Use section above, I will not physically or electronically attach any other device (e.g. personal routers/switches, network-attached storage, blu-ray players, video game systems, network printers, personal computers, etc.) to the District's network without prior written approval by the Information Technology director. I understand I will be responsible for reimbursing the District for any expense incurred by the District for remedying problems I create by violating this provision. The District is not responsible for any loss or damage to personal equipment or data that has been connected to the EIS System.
- j. I understand that the District may remove any unauthorized or unlicensed software from any District computer upon detection of the same.
- k. I recognize that the District cannot guarantee the privacy of electronic information relative to other users or third parties and that the level of privacy and integrity of the system depends largely on the security measures each user takes.

5. Language.

- a. I will not use obscene, lewd, vulgar, rude, inflammatory, threatening or disrespectful language.
- b. I will not post information that could cause damage or danger of disruption to the educational environment or operations of the District.
- c. I will not engage in personal attacks, including prejudicial or discriminatory attacks on individuals or groups. I will not harass others. Harassment is persistently acting in a manner that distresses or annoys another person. If I am told by someone to stop sending them messages, I will immediately stop.
- d. I will not knowingly or recklessly post false or defamatory information about a person or organization.
- e. I will not post chain letters or engage in "spamming" (sending unnecessary messages to a large number of people).

6. Inappropriate Transmission Of And Access To Material.

- a. I will not transmit or access material that is profane or obscene (i.e. pornography), that advocates illegal acts, or that advocates violence or discrimination towards others (i.e. hate literature). A special exception may be made for teachers or high school students who wish to access hate literature if the purpose of the access is to conduct research. In this situation a student must obtain both teacher and parental consent.
- b. If I mistakenly access inappropriate information, I will immediately tell a teacher (for a student) or my supervisor (for an employee) so they know I did not intentionally access the information.
- c. I will transmit communications using only District approved and District managed communication systems. I will not use free, web-based mail, messaging, videoconferencing or chat services, except in special cases where arrangements have been made in advance and approved by the District's authorized supervisory personnel.
- d. The development and posting of all web pages must be pre-approved in a manner specified by the school. Material placed on web pages must relate to school and career preparation activities.

7. General Network Etiquette.

- a. I will be brief. Few people will bother to read a long message.
- b. I will minimize spelling errors and make sure my message is easy to understand and read.
- c. I will use accurate and descriptive titles in my communications, so people will know what it is about before they read it.
- d. I will get the most appropriate audience for my message, not the widest.
- e. I will remember that humor and satire is very often misinterpreted.
- f. I will remember that if I post to multiple groups, I will specify all groups in a single message.

- g. I will site references for any facts I present.
- h. I will not attack correspondents; I will persuade them with facts.
- i. I will exercise good judgment and care to ensure that I do not report messages or otherwise use the EIS system in a manner that will embarrass, hurt or harm others.

Internet Safety in Policy IJNBD

I have read the District Internet Safety Policy and agree to follow its guidelines and the guidelines of the Children's Internet Protection Act (CIPA), which lists the appropriate use of the network and Internet at the District, including but not limited to the following:

1. Network and Internet Guidelines.
 - a. Filtering of inappropriate material.
 - b. The District's responsibility to supervise, monitor and educate the usage of the online computer network and access to the Internet.
 - c. Safety and security of minors when using e-mail, chat rooms, and other direct electronic communications.
 - d. Unauthorized access, including "hacking" and other unlawful activities.
 - e. Unauthorized disclosure, use and dissemination of personal information.
 - f. Cyber bullying and inappropriate online behavior.

My Rights

I understand that the District may restrict my speech for valid educational or business reasons. The District will not restrict speech on the basis of a disagreement with my opinions. I understand and agree that:

1. I have no right of privacy with respect to the EIS System, including but not limited to phone messages, software, E-mail, social networking, texting, instant messaging and Internet access. My parents can request to see the contents of my E-mail files at any time (applies to students *under 18 years*).
2. Routine maintenance and monitoring of the EIS System may lead to discovery that I have violated District Policies, Administrative Regulations, this Agreement or the law.
3. An individual search will be conducted if there is a reasonable suspicion I have violated this Agreement, District Policy, Administrative Regulation or the law. The investigation will be reasonable and related to the suspected violation.
4. The District will cooperate fully with local, state or federal officials in any investigation related to any illegal activities conducted the EIS System.
5. If I am alleged to have violated this Agreement, District Policy IJNDB or Administrative Regulation IJNDB-R or the law in my use of the EIS System, I will be provided with notice of the suspected violation and an opportunity to present an explanation of what occurred. If the alleged violation also involves a violation of other provisions of the District's disciplinary code, it will be handled in a manner described in the disciplinary code.
6. The District reserves the right to restrict or revoke my use of the EIS System at any time, if deemed within the District's best interest.

Replacement of Broken or Stolen Equipment

I understand that the District may assign laptops and/or other mobile devices and that I am responsible for the total replacement cost of any such devices and/or accessories that are lost, stolen, or damaged while not on District property or a District-approved offsite location such as a conference or similar event. If the device is stolen from my vehicle, even while parked on District property, I will use every means possible to reimburse the District, including filing a claim with my-personal insurance company.

Disclaimer of Liability

1. The District makes no warranties of any kind, expressed or implied, for the services provided. The District shall not be liable for damages I suffer caused by my inappropriate use of the EIS system, copyright violations, mistakes or negligence.

2. The District shall not be responsible for any costs I incur without the District's prior written permission.
3. The District shall be not responsible for ensuring the accuracy or usability of any information found on the Internet.
4. The District shall not be responsible for any damages I suffer while using its EIS system, such as loss of data, malfunctions, delays, non-deliveries, miss deliveries or service interruptions caused by the service or by my errors or omissions.
5. Use of any information obtained via the information service is at my own risk.
6. Parents, adult students and employees can be held financially responsible for any harm to the system as a result of intentional misuse.

Use of the EIS System need not always be formal, but they must be professional. Your E-mail signature will include your name.

1. The District reserves the sole discretion to decide what information is a public record. The District may disclose any public record without permission or knowledge of an EIS System user.
2. Sending an E-mail from a school or other District facility is analogous to using school letterhead.
3. All users must take special care to protect against inappropriate or negligent disclosure of confidential information concerning students.
4. All communications (including E-mail message) are property of the District and may be viewed by the Superintendent and/or the EIS System administrator when it is in the District's best interest to do so.
5. Personal use of the EIS System is restricted. The following rules apply to personal use of the EIS System:
 - a. The use must be at virtually no cost to the District.
 - b. The degree or extent of personal use must always be petty or insignificant compared to us for assigned work.
 - c. No publishing of information to the Internet is allowed unless the purpose is educational or professional. Personal information should never be published without the express permission of involved individuals.
 - d. No personal device maybe physically connected to District network without the prior, written permission of the EIS System administrator. Only devices owned and maintained by the District may be physically connected to the network.
 - e. Personal E-mail should be read and deleted. Personal e-mail should not be stored on the system.
 - f. Internet games and personal games may not be used.
6. Students may be held responsible for what they do when using the computer system. Students should log out when leaving the computer unattended.
7. Do not use the EIS System in any way for the purpose of practical jokes.
8. Do not subscribe to mailing lists/List services.
9. Do not send E-mail messages to all EIS System E-Mail users.
10. The EIS system may not be used to lobby, solicit, recruit, sell or persuade for or against religious or political causes, outside organizations, etc.

The Electronic Information Services User Agreement was last reviewed on May 16, 2016. Note that the District may update this agreement at any time, with or without notice.

Student-Parent-Staff Compact - Title 1 School Wide Program Plan

The Glendale Elementary School District is a community of students, parents and staff that working together, provides a safe and secure learning environment where children will achieve academic success.

A Title I Compact is a written agreement in which all involved in a student's education agree to work together to achieve mutual goals.

As a Student, I will share the responsibility for my learning and meeting the state's high standards by:

- Always trying to do my best in my work and in my behavior
- Showing respect for myself, my school and other people
- Obeying school and bus rules
- Coming to school prepared with my homework and my supplies
- Believing that I can and will learn

As a Parent, I will support my child's learning in the following ways:

- See that my child attends school regularly and on time
- Provide a home environment that encourages my child to learn
- Insist that all homework assignments are completed on time
- Support the school by developing positive attitudes
- Talk with my child about his/her school activities every day
- Encourage my child to read at home
- Show respect and support for my child, the teacher and the school

As a Teacher, I will:

- Believe that each student can learn
- Show respect for each child and their family
- Come to class prepared to teach
- Provide an environment conducive to learning
- Help each child grow to their fullest potential
- Provide meaningful and appropriate learning activities
- Enforce school and classroom rules fairly and consistently
- Maintain open lines of communication with students and their parents
- Find ways to involve parents in the school program
- Demonstrate professional behavior and a positive attitude

As a School, we will:

- Appreciate the uniqueness of each child
- Treat all students with dignity, respect, and fairness
- Provide high quality curriculum and instruction in a supportive and effective learning environment that enables children to meet and exceed the state's student academic achievement standards
- Provide methods for two-way communication between the school, staff and parents
- Provide parents with regular reports on their child's progress
- Provide parents opportunities to volunteer and participate in their child's education

By signing the Student & Parent handbook and providing your phone number, you are authorizing the school and/or the District to deliver or cause to be delivered information and notifications regarding your child, the school, and the District via autodialed calls or prerecorded calls/texts. You may request to be removed from future notifications at any time by calling or emailing the school/District or using the opt-out feature when you receive a call/text.

Student & Parent Handbook/Student Rights & Responsibilities Handbook

Acknowledgements and Verification

Please read carefully and sign this form. Tear out and return to your child's school.

I have read the Student and Parent Handbook, the Student-Parent-Staff Compact, the District's User Agreement, the Transportation Rules and Procedures, and agree to abide by all terms and conditions set forth in this document. I understand if I violate the rules, my privileges can be terminated and I may face disciplinary and/or legal consequences.

Your signature below gives Glendale Elementary School District #40 permission to record video and audio of your student on campus and while riding a school bus. By signing these rules and regulations you agree and understand that your child's bus privileges may be revoked at the discretion of the district.

Student Name: (Printed): _____

Student's Grade: _____

Student's ID Number or Teacher: _____

Signature of Student: _____

Signature of Parent: _____

Date: _____

Glendale Elementary School District 2016-2017 School Year

July 2016 1

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January 2017 7

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

April 2017 10

S	M	T	W	Th	F	Sa
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23	24	25	26	27	28	29
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August 2016 2

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21	22	23	24	25	26	27
28	29	30	31			

November 2016 5

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20	21	22	23	24	25	26
27	28	29	30			

February 2017 8

S	M	T	W	Th	F	Sa
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

May 2017 11

S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2016 3

S	M	T	W	Th	F	Sa
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18	19	20	21	22	23	24
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December 2016 6

S	M	T	W	Th	F	Sa
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

March 2017 9

S	M	T	W	Th	F	Sa
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2017 12

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

LEGEND

Faculty Day
National Holidays
School Breaks
Full Day Professional Growth
Early Release
School Starts/Ends
Parent/Teacher Conferences

- July 4 — Independence Day
- July 25 — New Teachers Report
- Aug. 1 — Returning Teachers Report
- Aug. 8 — School Starts
- Sept. 5 — Labor Day
- Sept. 21 — Professional Growth Day
- Oct. 10-14 — Fall Break
- Oct. 20-21 — Parent/Teacher conferences / Early Release
- Nov. 11 — Veteran's Day
- Nov. 23-25 — Thanksgiving Break
- Dec. 26-Jan.6 — Winter Break
- Jan. 16 — Martin Luther King Jr. Day Holiday
- Feb 8 - Professional Growth Day
- Feb. 20 — Presidents Day Holiday
- March 16-17 — Parent/Teacher conferences / Early Release
- March 20-24 — Spring Break
- May 25 — Last Day of School/Early Release for students
- May 29 — Memorial Day

Instructional Grading Periods

- Period 1- October 7th
- Period 2- December 23rd
- Period 3- March 10th
- Period 4- May 25th

- 2016-17 All Wednesdays, unless otherwise announced, are early release half days.