

Flagstaff Unified School District

Elementary Parent Handbook

Purpose: The purpose of this family handbook is to provide you with information about what you can expect at your elementary school and how we can work together so that our children experience the most successful learning possible. Each of us has responsibilities to make sure that happens. The information presented here will help you understand how you can help.

Please feel free to contact us if you have questions, concerns or compliments!

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A Message to Students and Parents About Rights and Responsibilities

Rights

A “right” is something which belongs to you and cannot be taken away by anyone. Your classmates and teachers have the same rights:

1. **You have a right to a safe school.**
This means that your school should provide safe classrooms, equipment and rules to insure your safety at school.
2. **You have a right to be respected and treated with kindness at school.**
This means that others should not laugh at you, make fun of you, or hurt your feelings. No one is to embarrass you in front of the class.
3. **You have a right to be an individual at school.**
This means you should be treated fairly whether you are tall or short, boy or girl, dress or talk differently or it takes you a little longer to get the right answer.
4. **You have the right to work without being bothered.**
This means that others should not bother you as you responsibly make good use of your time.
5. **You have a right to express yourself.**
This means that you may talk freely about your ideas and feelings when appropriate.
6. **You have a right to tell your side of the story.**
This means that you may tell your side of the story when accused of breaking a rule.

Responsibilities

There are some things you should do without being told. Some of these things you do for others and some of these you do for yourself:

1. **You have a responsibility to come to school.**
This means that you come to school every day, on time, unless you are sick or excused.
2. **You have a responsibility to practice good personal cleanliness.**
This means that you come to school clean.
3. **You have a responsibility to take care of property.**
This means that you take care of school property and respect the property of others.
4. **You have a responsibility to obey school rules.**
This means observing all safety, playground, and classroom rules.
5. **You have a responsibility to complete your classroom assignments.**
This means to do your best with your class assignments and homework, and hand them in on time.
6. **You have a responsibility to take messages home.**
This means that it is important for you to take all school messages to your parents/guardians.
7. **You have a responsibility to help make school a good place to be.**
This means being thoughtful, respectful, and courteous to others.

ATTENDANCE

Reporting Absences: Punctual and regular attendance is very important to your child's success in school. The schools are required by law to keep an exact record of reasons for absences (e.g. illness, bad weather, appointments). If your child must be absent, please call the **Absence Reporting Line before 9:00 a.m.** Please give the following information on the recorder:

1. **Child's first name and last name**
2. **Teacher/grade**
3. **Reason for absence**
4. **Request for missed work**
5. **Your name/relationship to child**

Unexcused absences will be reported as required by state law.

Extended Absences: If you know your child will be absent for an extended period of time, (instead of calling in every day) you may send a note to the office with dates your child will be out, teacher/grade and reason for the absence.

Tardies: Students have the responsibility of being at school on time. Late students must stop at the office for an admit slip before going to class. Excessive absences/tardies will result in appropriate consequences.

Closed Campus: Students must stay at school throughout the day unless they have a written request from parents. Requests must be approved by the principal. The principal has discretion in granting permission to leave campus for lunch. Even with principal permission granted, students must check out and in through the office if they leave campus during the school day.

Withdrawing Students: Parents/Guardians are required to sign a withdrawal form when students are going to change schools. At the time of withdrawal all school materials must be returned (e.g. textbooks, library books) and outstanding bills paid. Student records will be forwarded to the new school.

Attendance Policy: Per Flagstaff Unified School District Policy Regulation J-1561 JH-R Student Absences and Excuses:

Grades K-Five (Project ATTEND):

School attendance is mandatory by law. Students may be excused for the following reasons: Medical provider excuse, death in the family, family emergency, religious commitment, diagnostic testing, school-sponsored activities, and extenuating circumstances or parental petitioned vacations agreed to by the school administration. Extended absences due to medical conditions must be reported to the school nurse at the student's home school. Any student identified as having a chronic health condition verified by a physician is exempt from this regulation. For the purposes of this regulation, truancy is defined as absence without parental approval or knowledge. At the elementary level, 3 tardies or 3 occurrences of students leaving early (unexcused) will equal one unexcused absence.

Failure to comply with this regulation means the absence will be considered "unexcused" and therefore subject to the Flagstaff Unified School District Elementary **Project ATTEND** guidelines. FUSD Administration and the Coconino County Attorney's office may choose to move towards prosecution for isolated situations of Habitual Truancy or for situations where students have had Habitual Truancy issues from one year to the next.

The Arizona Revised Statutes, ARS 15-803, addresses student attendance in school and Project ATTEND is the plan developed to work with our students and parents to improve school attendance. ARS 15-803 explains that students are able to be in school unless "the child is in such physical or mental condition that instruction is inexpedient or impractical." The steps in the Project Attend process are:

STEP 1: A letter is sent home by school administration. (5 days unexcused absences or 3 truanancies)

STEP 2: A letter is sent home by the Deputy County Attorney. (7 days unexcused absences or 4 truanancies)

STEP 3: Student Attendance Review Team (SART) meeting will take place with the Deputy County Attorney's office. Members will include parents, students, school administration and Deputy County Attorney. (12 days unexcused absences or 5 truanancies)

STEP 4: Referral to Coconino County Attorney's Office if no improvement takes place after STEP 3.

These steps are progressive in nature, and if the student's attendance improves, the "next" step in the process will not be initiated. If a child is absent due to the circumstances listed above, it is vital the parents contact the school as soon as possible. Every child's academic success is important to the Flagstaff Unified School District and the Coconino County Attorney's office. Regular attendance is one way to make success for each child a reality.

OFFICE PROCEDURES

Records: In the interest of your child's health and safety, it is important that we have up to date information about:

- Address and home phone number/cell number
- At least one work phone number
- Name and phone number of an additional person we can contact in case of emergency
- ***If you move or change phone numbers, please inform the office immediately.***

Use of Telephone: Use of the telephone is limited to school business. Students must make social arrangement from home in advance.

Change in Going-Home Routine: If a change in bus transportation is requested, the student must bring a note from a parent, to be signed by the principal.

If there is any change in the going-home routine (e.g. someone different picking up a child) parents need to notify the teacher(s)/office in writing.

Signing Students In/Out: Adults bringing student(s) to school late need to sign student(s) in at the office. Adults taking student(s) from school before the end of the day must sign them out in the office. Only people on emergency form with proper ID will be permitted to sign out students.

All School Visitors Need to Sign In: All people visiting our school must sign in at the office and get a visitor tag to wear while at the school. Students not enrolled in the school are not allowed to attend any part of the school day.

Custody: In most cases, parents shall be given reasonable access to their children at school and to their children's official school records.

It shall be the responsibility of a custodial parent who has a court order restricting the rights of the other parent to access a child or the child's official school records to provide the school with a current copy of the court order.

In most cases of guardianship, it is the responsibility of the legal guardian to notify school officials of the conditions of guardianship and to provide school officials with all pertinent written documentation or changes.

Law Enforcement and CPS Investigations: During any law enforcement investigation, attempts will be made to notify the student's parents, and a school official shall be present during any in-school interrogation. If a student is arrested, the arresting officer will be urged to notify the student's parents. While school officials will make reasonable efforts to notify parents when an arrest is made, the school no longer has jurisdiction over the student.

Questioning of students at school concerning suspected child abuse/neglect by CPS (Child Protective Services) social workers and law enforcement authorities does not require parent and guardian notification prior to the interview. A school official may be present only if such presence is necessary to the investigation. CPS social workers and law enforcement authorities may notify parents and guardians if they think it is necessary.

HEALTH SERVICES

Nurse Services: It is very important for children's academic success that they attend school regularly. Prompt assessment at home and treatment for illness can help limit extended absence.

We cannot keep an ill child in school. Since our main interest is to keep a student healthy and in school, please do not send your child to school when ill. If your child is injured at school, we will notify you so that you or a person designated by you can care for your child. It is very important that we have your current telephone number at home and at work as well as the number of a friend or relative for emergency contact. Please complete our emergency form promptly and contact the nurse about any changes in health status.

If, in an emergency situation, we are unable to reach you or your designee and paramedic/ambulance services may be needed, families will be responsible for the cost of paramedic/ambulance services.

Allergy Information: Please notify the school nurse if your child(ren) have known allergies to peanuts, latex, bee stings, animals or any others not listed so the teacher and staff can be properly notified.

Medication: If your child needs to take medication during school hours, please contact the school nurse. The required medication permit form can be signed by the parent when the medication is brought in to the nurse's office.

All prescription medication needs to have a proper pharmacy label with clear directions. Please communicate with the school nurse for individual health needs.

Student Insurance: If your child is not covered by family medical insurance, please consider the purchase of student accident insurance. This is a very inexpensive protection.

Immunization Laws: State law requires that all children be completely immunized before attending school. Arrangements for immunization can be made with your family health care provider or the county health department.

State immunization law requires that we suspend from school any child whose immunization record is not-up-to date (Arizona Revised Statutes 15-873). You will be notified by our school nurse if your child's medical records are not in compliance with the law.

Special forms, available in the school nurse's office, must be completed for exception to the immunization requirement. **Children who have not been immunized will be excluded from school in the event of an epidemic.**

The Flagstaff Unified School District does not carry insurance to cover accidents at school.

Smoke Free Environment

FUSD Governing Board policy prohibits smoking in district buildings, vehicles or on district premises.

"Child Find" (Identification of Disabilities)

If you suspect that your child, age 3-21, has a disability, there are screening, evaluation, and Special Education services available at no cost to you if you live within the boundaries of the Flagstaff Unified School District. Information is also available to you for children under the age of 3. Please call 527-6116 to initiate the referral process, or you can view the information at our web site at www.fusd1.org.

Meal Programs

All FUSD schools offer both breakfast and lunch. Families interested in applying for free and reduced cost meals can fill out an application 30 days prior to the 1st day of school. Please contact the cafeteria manager or Food Service office if you do not receive an application after school begins. If you qualify for free meals, both breakfast and lunch may be provided at no cost. If you qualify for reduced meals, breakfast is .30 cents and lunch is .40 cents. **If denied, you will need to pay full price for the meals. Parents are responsible for all charges incurred prior to approval of their application.** Children who are receiving benefits at the end of the previous year will continue to receive benefits for the first 30 service days of the following year. However, **a new application must be completed each year.**

All children have an account maintained in the cafeteria computer. To make payments to your child's account, please enclose in an envelope and indicate the child's name, ID number, and the amount submitted. Please make sure Drivers License number, address and phone number are on each check submitted. A lock box will be provided for payments. Payments received in the early morning will be posted before end of day. **NO PAYMENTS WILL BE ACCEPTED DURING MEAL SERVICE TIMES.** No change will be issued. End of the year balance will carry over to the next year. You can also make online payments by registering with "**mySchoolBucks**". Go to www.myschoolbucks.com. Also go to www.fusd1.org, Departments, **Food Services**: under Quick Links select "**Meals/mySchoolBucks**", first time users need to register. We encourage online payments, it is easy, secure and email reminders are sent when your child's account is low.

Safety To and From School

Please stress to you children the importance of all phases of safety. Some suggestions:

- School rules apply on the way to and from school.
- Report home (or another designated location) at a time set by parents.
- Cross at crosswalks only.
- Stay away from any stranger offering a ride or treats.
- If parent does not arrive to pick up student, have them go back to the school office to call.

School Evacuation Procedures

In the event that it is necessary to evacuate students at a school as a result of an emergency, it is natural and expected that parents and guardians will be very concerned for their child's safety and well-being.

If public safety officials order an evacuation, the following rule should be followed: **Parents and guardians should NOT go to the school to pick up their child(ren) unless they are specifically directed to do so.**

It is likely fire and law enforcement officials will have cordoned off the school's property and will not permit entry. Trying to enter the area may put you, your child(ren) and public safety officials at risk.

Each school has emergency procedures in place, has had evacuation drills and has well-trained staff working hard to assure the student's safety and prompt return to their parents/guardians.

Information as to where your child(ren) can be obtained by (1) tuning into local radio and television stations, (2) accessing the district's website at **www.fusd1.org** and or calling the district office at 527-6000 (please do not call the school involved in the evacuation).

In the event of an emergency situation at your child(ren) school, the principal *may* initiate a ConnectEd automated phone call to all parents relaying important information.

Your patience and cooperation in the event of an emergency school evacuation is deeply appreciated!

Bus Safety

For everyone's safety, students are expected to follow school bus rules. Failure to do so may result in the removal of transportation privileges. Parents will be contacted regarding problems.

Any change in bus transportation requires a note from parents and signed by the principal!

School Bus Rules: Students should follow these common-sense rules, showing good manners toward the bus driver and other riders.

Kindergarten Students: This notice is to remind you the F.U.S.D. Transportation Department has implemented a departmental policy that states: **There must be a parent or responsible party designated in writing by the parent or guardian at the bus stop to meet the bus for all kindergarten students.** If a responsible party is not at the bus stop, the student will be returned to the school. We apologize in advance for any inconvenience that this may cause. If we have cases where there are numerous incidents of having to return the student to the school, it may cause that student to lose his or her bus riding privilege.

Codes of Conduct: Student/Passenger Behaviors

1. Students will arrive at the bus stop no more than 10 minutes and no less than 5 minutes before scheduled departure time.
2. Passengers who must cross a street shall cross at least 10 feet in front of the bus after the bus driver signals it is safe to do so. Watch for traffic while crossing. Do not run.
3. Students will have a note from parent that is checked and signed by a school administrator to get on or off the bus at any stop other than their normal one. (Guests must have note to ride and will be accommodated only if room is available).
4. Passengers will wait in an orderly manner and lineup when they see the bus coming. (Students may be civilly and or criminally responsible for property damage at a bus stop).
5. Passengers will approach the bus after the passenger loading door is completely open, board, go directly to their assigned seat and sit down. (Passengers may request a change in their assigned seat).
6. Passengers will stay in their seats. (Driver may grant permission to change seats when not in motion – always ask before moving).
7. All passengers shall sit with their backs against the seat backs, their legs facing the front of the bus and all parts of their bodies and carried on items clear of the aisles.
8. Passengers shall comply with all instructions given by the school bus driver.
 - Driver is always the authority on the bus.
 - Obey directions the first time.
 - Do not argue.
9. Passengers will not open emergency exits unless directed to do so by driver.
10. Passengers will not open windows without driver's permission.
11. Passengers shall not place any part of their body out of school bus window or door except exiting through the passenger loading door.
12. Passengers shall not carry any prohibited item to include:

- Tobacco in any form.
 - Any beverage containing alcohol.
 - Animals, insects or reptiles (with the exception of service dogs).
 - Glass objects (except eyeglasses).
 - Explosive devices, guns or knives.
 - Laser pointers.
 - Matches or lighters.
13. Passengers shall control any object carried onto the school bus.
- No object may jeopardize the safety of any passenger, including the one boarding with the object.
 - Driver will consider the size of the object in relation to the size of the passenger in determining if an object jeopardizes safety.
 - Musical instruments or equipment related to sports or music shall be transported as follows:
 - Shall not occupy seating space if needed for a passenger.
 - Shall not be placed in driver's compartment or step-well.
 - Shall be under passenger's control at all times.
 - Shall not block an aisle or emergency exit at any time.
14. Passengers will keep hands, backpacks, books and other objects to themselves and inside the bus.
- No touching male/female.
 - No horseplay.
15. Passengers will treat each other, drivers, aides and property with respect.
- No cruel teasing, put downs, profanity or rude gestures.
 - No threats or intimidation.
 - **No Bullying.**
 - No sexual innuendoes or comments.
16. Passengers will use classroom voices (driver determines if passenger is too loud).
17. No food, drink, gum, seeds, etc shall be consumed on the bus.
18. Passengers must follow rules contained in District discipline policies.
- 19. Skateboards are not allowed on any bus at any time.**
- 20. Electronic devices are not to be used on the bus and must be left in backpack or purse.**
- 21. Cell phones may be used only for emergencies (911) and must be put away.**

Discipline Procedures: Depending upon the severity of the offense the normal disciplinary sequence will be:

1. **First Offense:** Driver discusses infraction with student and student may be assigned "Angel Seat" (right front seat) for a specified period of time.
2. **Second Offense/First Report:** Driver discusses infraction with student, completes "Bus Conduct Report" which is delivered to the Transportation Discipline Coordinator (TDC). TDC will forward the report to and work with the building administrator. Building administrator has conference with student, imposes discipline if needed and notifies parent. Report is mailed home.
3. **Third Offense/Second Report:** Bus Conduct Report is completed. Director of Transportation is notified by TDC. Conference among driver, student, TDC, building administrator, parent is held. Student may not ride until conference is held. Every effort will be made to hold conference within one working day.
4. **Fourth Offense/Third Report:** Bus Conduct Report is completed. Second Conference is held. Student is suspended from bus for minimum of five school days.
5. **Severe Infractions:** Infractions may jump immediately to the level of third or fourth offense. These may include, but are not limited to:
 - Refusing to follow directions
 - Displaying a weapon
 - Bullying
 - Physical fighting
 - Threatening driver, aide or students
 - Refusing to remain properly seated.
 - Destruction of property (personal or District)
 - Intentionally distracting driver.

Delayed Start/School Cancellation Schedule

Flagstaff Unified School has a "Delayed-Start Schedule" to help cope with winter weather and avoid unnecessary cancellation of school. The Delayed-Start Schedule allows students walking and riding buses to avoid hazardous traffic conditions in the early morning, and the additional time allows more time for plowing and cindering streets.

On the Delayed-Start Schedule, all schools start 2 hours later than normal. School buses run 2 hours later than normal. Morning kindergarten and preschool classes will be cancelled when delayed start is in effect. Afternoon dismissal times and school bus return schedules do not change.

Delayed-start or cancellation of school can be found several ways: It will be announced on a local radio station, FUSD website (click on Snow Schedule) at **www.fusd1.org** or call the FUSD recording at 527-6012. A ConnectEd automated phone call will be sent out to all parents at approximately 6:00 am each day a delayed start or cancellation of school is implemented. FUSD District Office may cancel school the evening prior to next school day if Flagstaff is experiencing blizzard conditions for all students safety.

FACTS is available on delayed start days at student's school beginning at 7:30 AM. **FACTS is not available when school is cancelled.** Student(s) must be registered to attend the FACTS program.

Please do not bring your child to school early on delayed-start days. Supervision begins 2 hours later than normal. Breakfast will not be serviced due to a delayed start.

Prohibited Articles/Practices

Dress: Children are responsible for wearing appropriate clothing for current weather conditions. Keep in mind that Flagstaff weather conditions can change rapidly. Jackets and snow boots are recommend for cold, snowy weather.

Shorts are permitted during warm weather as long as they are at least halfway to the knee and not lycra (tight-fitting bicycle-type shorts). Please be aware of the following limitations:

- No clothing promoting alcohol, tobacco or other drugs
- No hats worn in the building
- No flip flops
- No tank tops, bare bellies, spaghetti straps or see-through shirts

The Principal makes final decisions regarding attire. Principal may call parent/guardian to bring appropriate change of clothing, or pick child up.

Students should not wear clothing or hair styles that can be hazardous to them in their school activities, such as physical education and art. Grooming and dress which prevent the students from doing his/her work because of blocked vision or restricted movement are discouraged, as are dress styles that create, or are likely to create, a disruption of classroom order. Shoes must be worn at all times.

Prohibited Articles:

- Skateboards, Rollerblades, Shoes with wheels
- Laser lights
- Hard baseballs
- Squirt guns/water balloons
- Cassette players/recorders, walkie-talkies, electronic games or other valuable items, unless approved by the teacher for specific project
- Large amounts of money
- Any other items determined to be disruptive to the learning process

The School cannot be responsible for damaged or lost articles. Students bringing valuable items (e.g. collections) to school do so at their own risk.

Restrictions on Software, Video Tapes, etc.: Video tapes, computer software and other media used in classrooms must comply with federal regulations. Any media brought to school by students must comply with copyright laws, licensing agreements and off-air broadcast/taping agreements. No Audio/Visual material rated "R" or higher will be presented at the elementary level. This includes classrooms, district facilities, or lodging facilities where students are present during school-sponsored activities. In the event any audio/visual materials with a rating of "PG" or "PG-13" are shown, individual permission slips will be sent home by the classroom teacher at least 3 days prior to showing the material.

Selling/Trading: Students are not allowed to sell candy, gum or other items at school, other than for a school-sponsored project.

Restitution: State law stipulates that parents are held responsible for damage to public or private property by their children. Students/parents are required to pay for damaged or lost textbooks, library books, and other school property. Teachers will refer students to the office to determine the cost of damaged property.

District Weapons Policy: No student shall go onto the school premises with a firearm, explosive weapon, knife, or any other dangerous or illegal instruments or a simulated instrument (for example, a toy gun) displayed or represented by the student as a dangerous instrument. No student shall interfere with normal activities, occupancy, or use of any building or portion of the campus by exhibiting, using, or threatening to exhibit or use a firearm, explosive weapon, knife, or other dangerous or illegal instrument, or any instrument or simulated instrument represented as a dangerous instrument.

Except as provided below, any student violating this policy shall be suspended for a period of not less than one year or expelled. Authorization by the Governing Board is required for a student to be suspended for more than 10 days or expelled.

For purposes of this policy, the term "firearm" means:

- a) Any weapon (including a starter gun) which will, or is designed to, or may readily be converted to, expel a projectile by any means, regardless of whether it contains any form of ammunition or projectile;
- b) The frame or receiver of any such weapon;
- c) Any fireman muffler or firearm silencer; or
- d) Any destructive device.

The term "destructive device" means:

- a) Any explosive, incendiary, poison gas, bomb, grenade;
- b) Any type of weapon by whatever name known which will, or which may be readily converted to, expel a projectile by any means, including a slingshot, bow or crossbow when the person possessing it has access to an arrow or other projectile capable of being shot with the slingshot, bow or cross bow; and
- c) Any combination of parts either designed or intended for use in converting any device into any destructive device described above and from which a destructive device may be readily assembled. The term "destructive device" shall not include any device which is neither designed nor redesigned for use as a weapon.

For purposes of this policy, the term "school premises" means the school, school grounds, school buses, or vehicles used for official school purposes, and includes premises where school-sponsored events (for example, athletic games and competitions, music competitions, etc.) are held away from the property of the School District.

Under certain specific circumstances, a student in possession of a knife may not be subject to suspension or a Governing Board hearing. If a student is found to be in possession of a knife, but after due investigation by the building administrator it is determined that the knife was not used, was not intended to be used, nor was a threat made that it would be used, for the purpose of inflicting harm or injury, and that the knife was not exhibited by the student in any threatening or harassing manner, the student shall be subject to building-level disciplinary action, which may include a recommendation for expulsion.

The penalty may be modified for good cause. In determining whether there is good cause to modify the penalty, the Governing Board may take into consideration (a) the age of the student; (b) whether the student brought or used the firearm, explosive weapon, knife, or other dangerous or illegal instrument, to harm, intimidate, or in any other manner jeopardize the health, safety, or welfare of others or interfere with the educational process; or (c) other factors relevant to the issue of the penalty to be imposed. Whether the penalty is to be imposed or should be modified on the basis of these factors is left to the discretion of the Governing Board.

District Substance Abuse Policy: Substance abuse infractions are rare at the elementary level in the Flagstaff Unified School District. However, it is important for parents and students to know that mandatory policies and procedures exist for handling them if they should occur. Students must understand that school is a safe, drug-free environment and that use or possession of alcohol or other drugs is unacceptable. A summary of the district's policy is as follows:

Consequences for First Occurrence:

Minimum: Ten-day suspension with seven days set aside if student participates in counseling assistance.

Maximum: Ten-day suspension.

Consequences for Second Occurrence:

Minimum: Twenty-day suspension with fifteen days set aside if student agrees to counseling.

Maximum: Twenty-day suspension.

Consequences for Third Occurrence:

In the event of a third occurrence, the student will be suspended and referred for a board hearing for expulsion.

Parents as Partners

Student Placement: Flagstaff Unified wants to provide the best opportunity for children to learn to the best of their ability. The following priorities are used by staff for establishing equitable classes for the next school year:

Achievement mixture	Comparable class size	Distribution of boys and girls
Ethnic balance	Language proficiency	Parent/guardian input

The goal of the procedures is to build classes that will ensure the best learning environment possible.

Ways you can participate: You are your child's first and most important teacher. It is both your right and your responsibility to take an active role in your child's education!

Parents can become involved with children's learning in a number of ways. Here are some possibilities:

- Participate in our parent organization.
- Assist with field trips or other special projects.
- Assist in the classroom, library or nurse's office.
- Visit your child's classroom.
- Eat lunch with your child at school.
- Talk to your child's teacher.

You are always welcome to visit your child's classroom. It is the best way to know what is being taught and learned, and how your child interacts with the teacher and other students. If you wish to observe the classroom in action, it is best to wait until at least the second week of school. This allows your child to adjust to the new situation. Visitors must check in at the office.

Annual notification to parents regarding confidentiality of student education records:

Dear Parent:

The Governing Board has established written policies regarding the collection, storage, retrieval, use and transfer of student education records collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents' and students' rights to privacy. These policies and procedures are in compliance with:

- The Family Education Rights and Privacy Act: Title 20, United States Code, Sections 1232g and 1232h; and the Federal Regulations (34 CFR, Part 99) issued pursuant to such act;
- The Individuals with Disability in Education Act; 20 U.S.C. Chapter 33; and
- Arizona Revised Statutes, Title 15, Section 141.

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

These records are collected and maintained in the District Office under the supervision of the building administrator and are available for review by the teachers and staff working with the student. If your son/daughter should transfer to another school, these records will be sent to the new school upon their request. Otherwise, records are not released to most agencies or persons without prior written consent of the parent.

You have the right to inspect and review any and all records related to your child, including the listing of persons who have reviewed or have received copies of the information. Parents who wish to review their children's records should contact the principal for an appointment. School personnel will be available to explain the contents of the records to you. Copies of student education records will be made available when it is not practical for you to inspect and review the records at school. Charges for the copies of records will be actual cost of copying.

If you believe the information in the record file is inaccurate or misleading, you have the right to request that a correction be made and to add comments of your own. If at any time an agreement between the parent and the principal cannot be reached, you may contact the Superintendent and request a hearing.

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

Copy of the District Student Education Record Confidentiality Policies and Procedures may be reviewed in the assigned office in each school. Federal law also permits a parent to file a complaint with the Family Educational Rights and Privacy Act Office in Washington, D.C., if you feel the school is violating public school records policies and statutes.

Flagstaff Unified School District follows state and federal law concerning Directory Information. This is considered non-confidential information and may be publically released without permission of parents. Directory Information includes data such as: Student's name, date and place of birth; address; telephone number; grade; school of attendance; most recent school attended; diplomas, awards and honors received; participation in officially recognized activities (sports and school events); weight, height, and team number.

There is a form available in the office if you do not wish information released.

District Philosophy on Homework: Home is valuable and necessary as adaption, application, and extension of classroom experiences. Homework should not be assigned to students as either busy work or punishment. Homework teaches the skills of independent study and learning outside the school. Appropriate and reasonable homework such as enrichment, reinforcement, and completion of work will be assigned. Assignments will be given clearly and concisely. It is recognized that some subjects will require more practice in developing skills and comprehension and will necessitate more study at home. The type, frequency, and quantity will be determined by the needs of the individual student and teacher judgment, using the guidelines below. Homework is a shared responsibility among students, parents and teachers.

Guidelines for Primary Grades (K-3): The effectiveness of homework at the primary level is dependent upon positive understanding and communication among the school, the child, and the home. The recommendation is that an average of one or two hours of homework per week should be assigned at this level. Types of homework for skill practice and enrichment may include:

- Reading together
- Free reading
- Drill for reinforcement as needed
- Talking together about school and home experiences

Guidelines for Upper Graders (4-5): The amount, length, and type of homework may vary according to individual needs and class requirements. It is recommended that an average of one to four hours per week be assigned. Types of homework for skill practice and enrichment may include:

- Completion of work assigned in class
- Makeup of work missed for absence
- Drill for reinforcement as needed
- Study for coming assignments/tests
- Free reading
- Independent research

Student Assessment: Several processes are used to assess student growth and learning including Standards Reports, Standardized Achievement Tests and a District Assessment Plan that includes portfolios. Grades on Standards Reports typically reflect how your child is performing based on "numbers", such as numbers of assignments turned in and number of correct answers given on a test. Portfolios are actual work samples collected throughout the school year and typically reflect growth through the year and academic work a child is capable of doing.

Standards Reports are given out every nine weeks unless your school is on trimester schedule. Parents are requested to review the Standards Report with their child, sign the Standards Report and return it to the child's teacher. Parent-Teacher Conferences are scheduled both in the fall and spring. The fall conference is designed to provide both you and your child's teacher an opportunity to discuss your child's education experiences after the first grading period. The spring conference is held for parents to review the portfolio with your child and your child's teacher.

Library Books: The use of our Library is a privilege all our students enjoy. Like other privileges, there is also responsibility. Please help your children keep borrowed books clean and safe. Remind them to wash their hands before reading, do not fold or mark the pages, and decide on a safe place to keep books so pets and young children cannot damage them. If a book is damaged or lost, the librarian will notify you so you can arrange for its replacement.

Labeling Personal Items: Parents are asked to sew or print clearly the child's name on jackets, coats, sweaters, caps, gloves, winter boots, tennis shoes and lunch boxes. If your child has lost an item at school, please check the lost-and-found box or the office. The school will call a charitable group when lost and found items become numerous. All leftovers items are sent to these organizations again at the end of the school year. Please visit the school if something is lost. Many items, especially clothing, go unclaimed all year.

The school cannot be responsible for lost items!

We Need to Know When:

- Your child wishes to bring an animal to school.
- Your child wishes to bring a student visitor to school.
- You wish to bring refreshments to school. Due to new health guidelines we can no longer serve "home-made" treats. They must be purchased pre-packaged or prepared by someone with a current food handler's permit.
- Something has happened that may be emotionally upsetting to your child.
- You have a compliment!

Literature Distribution in the Schools

Written materials prepared by or on behalf of the Flagstaff Unified School District that are directly related to the programs, curriculum, and activities of the District may be distributed at any time by teachers and other district employees or volunteers.

The distribution of all other written materials shall be accomplished through display on a rack at a designated site near the entry of each school and accessible to students during non-classroom time. Individuals wishing to distribute written material shall submit an exact copy of the material to be distributed to the school Principal for review and approval prior to placement in the racks for distribution. In order to be eligible for distribution, the materials must clearly provide a name and phone number for the individual, group, organization, or entity distributing the materials.

Within three school days of receiving the written materials, the Principal or his/her designee shall review the materials to ensure that the name and phone number of the distributing individual, group, organization, or entity appears on the materials and that the content of the materials is not patently offensive or inappropriate for the students at the school. For the purposes of this policy "patently offensive or inappropriate material" shall include material that contains pornographic images or text; hate speech; material that advocates conduct that is either violent or unlawful; and materials that promotes the use of tobacco, drugs or alcohol. After reviewing and approving materials pursuant to this policy, the Principal or his/her designee shall notify the individual, group, organization, or entity whether they may display the materials at the distribution site.

The Principal or his/her designee shall periodically review the racks and remove any materials that were submitted for approval or that concern events or activities that have already occurred.

Questions related to this policy should be addressed to the building principal.

Highly Qualified Staff

Parents of students enrolled in the Flagstaff Unified School District have the right to request the following information on the qualifications of those staff members, teachers and paraprofessionals, who provide instructional services and support to their own child/children. The only information that can be requested by parents is:

1. Educational Level: degree obtained and areas of specialty (majors and minors)
2. Certification/Licensure: state certification/licensure obtained with subject areas/grade levels specified
3. State Qualifications: provisional or emergency certification or waiver of licensure criteria

To obtain this information, please contact the Principal's office at the school for the form to request this information.

Family Involvement Partnership (FIP)

Flagstaff Unified School District has an officially adopted Family Involvement Partnership policy. The mission of the partnership is that families and schools partner to help our youth become responsible, contributing members of the community. The FIP committee meets monthly to continually assess the effectiveness of family involvement and to establish programs and practices that meet the goals of the District policy. We invite any interested parent to join the committee. For further information on the policy or the partnership committee, contact the Educational Enrichment Office at 527-6000.

Family Resource Center

The Family Resource Center serves all families of Northern Arizona. All services are free and include the following: Tutoring K-12; Computer and Internet Access; School Information; Community Resources and Referrals; Family Workshops; School Interpreters; Family Activities. For more information call 773-1103 or 527-6103.

Home Hints for School Success

Make the time with your children quality time:

- Spend quality time each day with your child/children.
- Do things they enjoy, discover what is important to them.
- Have a family time where members share something nice about others, perhaps at a meal together.

Build feelings of success:

- Help your children experience success in a special interest which may have lasting effects on their positive self-esteem.
- Help them choose wisely, guiding them in finding a special interest.
- Help them make a commitment to an activity they choose, and help them stick to it.
- Limit their activities so they will not become over committed.
- Don't let them get discouraged easily and quit on a whim.
- Help them put their talents and abilities to good use.

Be a good listener and good communicator:

- Look at your children when they talk to you. Let them have your full attention.
- Listen more than speak! What are your children really saying? Paraphrase and summarize what they say to make sure you understand.
- Help them feel that their comments and feelings are important.
- Share your past experiences with them.

Show your appreciation: Self-esteem influences your children's education. Here are ways their self-esteem can be built up at home:

- Avoid comparisons with brothers and sisters or other children.
- Find many ways to tell your children you love them....for example, a love note in their lunch box or desk
- Look for character qualities in your children to compliment such as honesty, friendliness, willingness to share and manners.
- Treat your children with respect so they can learn to respect themselves. Dwell on good points, not bad. Avoid negative labels. Avoid teasing that demeans someone.

Set the stage for study:

- Provide a special time and place for studying.
- Limit distractions as much as possible, such as phone calls and TV.
- Make homework a priority over other activities until it is completed.
- Show interest in the homework assignments.

District Sexual Harassment Policy

The Governing Board prohibits sexual harassment of or by any of its employees, students or visitors. It is the district's policy that all individuals associated with the district including but not limited to the Governing Board, employees, students and visitors have a right to work, learn and visit all district sites in an environment free of discrimination based on race, color, religion, sex, age, national origin, disability, sexual orientation, and sexual harassment. Let it be known that all employees, students and visitors at all sites must avoid offensive or inappropriate sexual and/or sexually harassing behavior. Governing Board members, employees, students and visitors have a right and responsibility to report harassment experiences. It will be ensured that there will be prompt and equitable resolution of sexual harassment

complaints by providing access to any needed information and materials concerning harassment, how to file a complaint and a step by step process which will guide those involved, whether it be the accused or the victim.

Sexual harassment means any unwelcome sexual advances, requests for sexual favors, and other visual, verbal or physical conduct of a sexual nature by an employee, by a student, or by a third party.

Governing Board policy related to sexual harassment is available in the office of any FUSD site.

Generally, sexual harassment occurs when:

- The behavior is unwelcome and sexual in nature.
- The behavior is ongoing, creating a hostile environment.
- The behavior leaves the victim feeling uncomfortable.
- Submission to or rejection of behavior affects employment or academic status or benefit.

Examples of sexual harassment may include:

- **Unwelcome** sexual advances.
- **Unwanted** hugs or touches.
- Suggestive or lewd remarks.
- Requests for sexual favors.
- Derogatory or pornographic posters, pictures, cartoons or drawings.

If you experience or witness sexual harassment, report it immediately!

Reporting Procedures: Complaints may be verbal or written.

STUDENTS: Report sexual harassment to a teacher, nurse, counselor, social worker, principal, or your parent and /or the Associate Superintendent or the Office of Civil Rights.

EMPLOYEES: Report sexual harassment to your supervisor and/or the Associate Superintendent or the Office for Civil Rights.

Do not report sexual harassment to the alleged harasser!

Reporting Child Abuse/Child Protection

Any school personnel or any other person who reasonably believes that a minor is or has been the victim of physical injury, child abuse, or neglect that appears to have been inflicted upon the minor by other than accidental means or that is not explained by the available medical history as being accidental in nature or care or nourishment with the intent to cause or allow the death of an infant who is protected under A.R.S. 36-2281 shall immediately report or cause reports to be made of such information to a police office or to the Child Protective Services (CPS) of the Department of Economic Security, except if the report concerns a person who does not have care, custody, or the control of the minor, the report shall be made to a police officer only. Such reports shall be made immediately by telephone or in person and shall be followed by a written report within 72 hours. Child abuse includes any non-accidental injury to a minor, regardless of the age or limited mental capacity of the person who causes the injury. If two children are involved in a fight that leads to visible injury to one or both, the incident is reportable as child abuse. A person who fails to report child abuse as provided in A.R.S. 13-3620 is guilty of a Class 1 Misdemeanor, except if the failure to report involves a reportable offense, the person is guilty of a Class 6 Felony.

Title IX Coordinator/Compliance Officer: Diana Shaum; 3285 E. Sparrow Ave, Flagstaff, AZ 86004 928-527-6160
OR CALL Office for Civil Rights, Washington, D.C. 1-800-421-3481

Harassment (Other than Sexual)

Purpose: Students have the right to a safe and supportive school culture of acceptance in which all students are treated with respect. Individuals shall not bully, intimidate or harass any student, employee or any other person on school grounds, school property, school buses, school bus stops or at school-sponsored events and activities. Nor shall any student encourage, solicit, aid or abet another student in the bullying, harassment or intimidation.

Definition of Harassment: For the purpose of this policy, harassment, intimidation and bullying means any unwanted action which may include a gesture, any written, verbal, physical conduct or any electronic communication whether a single incident or a series of incidents based on real or perceived actions towards any person, person's friends, relatives, or associates, or groups for any reason including but not limited to someone's race, color, national origin, ethnicity, religion, disability, age, sex, gender expression or identify or sexual orientation.

Hazing

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

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

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

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

Directions: It is no defense to a violation of this policy if the victim consented or acquiesced to hazing. In accord with statute, violations of this policy do not include either of the following:

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

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

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

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

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

- An investigation of the of the reported incident or activity shall be made within 10 school days when school is in session or within 15 days during which the school offices are open for business when school

is not in session. Extension of the time line may only be by necessity as determined by the Superintendent.

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

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

Use of Portable Electronic Devices in School

Students may possess and use portable electronic devices, including but not limited to cellular telephones, MP3 and similar music players, radios, walkmans, CD players, tape recorders and players, scanners, wireless e-mail devices, cameras etc., subject to limitations of this and other policies of the District under the following conditions and guidelines:

- Portable electronic devices shall not be turned on or used in any way during instructional time or when their use is otherwise prohibited by school personnel. Instructional time includes the entire period of a scheduled class, other times when students are participating in any instructional activity, or at other times when school personnel prohibit their use. If such portable electronic devices are used when prohibited by school personnel the device may be confiscated by school personnel. They may be obtained by the parent or guardian from a site administrator.
- Students are required to turn portable electronic devices over to school personnel when requested. Students who refuse to do so may be removed from class or other school activity, have committed insubordination and resisting authority and may be subject to disciplinary action up to and including suspension from school.
- Portable electronic devices are allowed to be taken and used on school trips except that they may not be used during any instructional activity or at other times when school personnel prohibit their use. Coaches and sponsors are encouraged to set guidelines for their use.
- Use of cameras or the camera features on a cell phone or other portable electronic device in a restroom or locker room or for any use constituting an invasion of any person's reasonable expectation of privacy is strictly prohibited.
- The site administrator may establish and school personnel may enforce additional guideline appropriate to campus needs.
- Students violating the policy may be subject to disciplinary action up to and including suspension from school.
- There is, in certain instances, educational value in utilizing portable electronic devices in class or during instructional activities when such devices in class or during instructional activities when such devices aid in extending, enhancing, and/or reinforcing the students' learning process related to the instructional objectives of the class or activity they are attending. Approval for students' use of such devices will be at the discretion of the classroom teacher and/or site administrator unless such device is mandated in a student's Individual Educational Program (IEP) or the extreme nature of a bonafide emergency renders the securing of such permission impractical under the circumstances.

Drug and Alcohol Use by Students

Drug Impairment Training for Educational Professionals (DITEP) Intervention Steps: When a staff member has reasonable suspicion that a student may be under the influence of a drug or alcohol that staff member shall immediately report such suspicion to building administration. The following progression of steps, using form JICH-EG, shall be followed in addressing the suspicion:

Level 1: The staff member will immediately report the suspicion to administration and the student will be escorted to the office by the staff member, other school employee or an administrator.

Level 2: Administrator immediately evaluates the student's behavior using the Administrator DITEP Referral form. Administrator determines if examination by the nurse is necessary (if so, proceed to Level 3).

Level 3: The nurse conducts a Health and Welfare Check and DITEP evaluation. The nurse discusses the evaluation results with administrator.

Level 4: If the administrator determines that reasonable suspicion exists that the student is under the influence of a drug or alcohol at least one parent or legal guardian of the student and law enforcement officers will be called immediately. The parent or legal guardian of the student shall be called prior to police interview of suspected student.

The administrator may request a DITEP trained officer. A DITEP trained officer may provide the parent/legal guardian with the opportunity (with parent/legal guardian and student's permission) to have a urinalysis performed at that time while on school campus. Without parent/legal guardian and student permission a urinalysis shall not be administered on school campus. The urinalysis is offered at the request of, and the urine specimen is obtained under the supervision of, the law enforcement officer, if the parent or legal guardian and the student consent. If the parent or legal guardian and the student do not consent, further investigation, including the possibility of seeking a search warrant, is handled by the law enforcement agency. School District personnel do not participate in the decision whether to consent to or refuse urinalysis, or in obtaining the urine specimen.

Level 5: If at any time during this process the student admits being under the influence of drugs or alcohol, or it is determined through the evaluation of the student by law enforcement that the student is under the influence, the student shall be offered the opportunity to participate in the District's "Student Assistance Program" and subject to appropriate disciplinary action as outlined in FUSD policy JICH. This shall not prevent action, if any, deemed appropriate by the reporting law enforcement officer, which may include taking the student into custody or other action.

Level 6: If the student denies being under the influence and the administrator reasonably suspects that the student is under the influence, the student will be offered the opportunity to participate in the District's "Student Assistance Program" and subject to appropriate disciplinary action as outlines in FUSD Policy JICH.

Annual Notification to Parents Regarding Confidentiality of Student Education Records

Dear Parent:

The Governing Board of Flagstaff Unified School District No. 1 has established written policies regarding the collection, storage, retrieval, use and transfer of a student educational records collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents' and students' rights to privacy.

Student records maintained by the district may include - but are not necessarily limited to – identifying data, report cards, transcripts, test scores, attendance data, reports of psychological testing, health data, teacher or counselor observations, and verified reports of serious or recurrent behavior patterns.

These records are collected and maintained in the administrative offices of each school under the supervision of the building principal. They are available for review by you, and by teachers and staff working with the student. Information is not released to others unless: (1) written consent of the parent permits disclosure, (2) it is directory information, (3) it can be released under limited circumstances permitted by law.

You have the right to inspect and review any and all records related to your child, including the listing of persons who have reviewed or have received copies of the information. Parents wishing to review their children's records should contact the school office and arrange an appointment with the principal. School personnel will be available to explain the contents of the records to you. Copies of student records will be made

available when it is not practical for you to inspect and review the records at school. A reasonable fee will be charged for copies per Policy JR-R.

If you believe the information in the record file is inaccurate or misleading, you have the right to request that a correction be made and to add comments of your own to the record pursuant to procedures outlined in Policy JR-R. When an agreement between the parent and the principal cannot be reached, you have the right to a hearing. A hearing officer – one who does not have an interest in the outcome – will be assigned by the school to arbitrate the matter within the guidelines set forth in district policy.

A copy of the District Student Education Record Confidentiality Policies may be reviewed in the principal's office in each school. Federal law permits a parent to file a complaint with the U.S. Department of Education in Washington D.C. if you feel the school is violating public school records statutes.

Flagstaff Unified School District follows state and federal law concerning Directory Information. This is considered non-confidential information and may be publicly released without permission of parents. Directory Information includes data such as follows:

Student's name; date and place of birth; address; telephone number; grade; school of attendance; most recent school attended; diplomas, awards and honors received; participation in officially recognized activities (sports and school events), weight, and height.

Directory information can be requested by outside organizations, including the United States armed forces.

Options to NOT allow my Child's information Released

IF YOU DO NOT WISH ANY OR ALL OF THE ABOVE INFORMATION RELEASED ABOUT YOUR CHILD, YOU MAY REQUEST NONDISCLOSURE BY SIGNING THE FORM AT THE BOTTOM OF THIS PAGE AND RETURNING IT TO THE PRINCIPAL WITHIN 10 WORKING DAYS. *If this notification is not received, we will assume that your permission is given to use your child's Directory Information as described above.*

- I DO NOT WISH ANY INFORMATION ABOUT MY CHILD RELEASED AS DIRECTORY INFORMATION TO REQUESTED OUTSIDE ORGANIZATIONS.**
- I DO NOT WISH ANY INFORMATION ABOUT MY CHILD RELEASED TO THE UNITED STATES MILITARY SERVICES.**
- I DO NOT WISH FOR MY STUDENT'S PHOTO/VIDEO TO BE USED IN SCHOOL-RELATED ACTIVITIES BY REPRESENTATIVES OF THE MEDIA (WHICH COULD INCLUDE TELEVISION) AND FOR USE OF THE SCHOOL DISTRICT IN VARIOUS MEDIA, SUCH AS NEWSPAPERS, BROADCASTS, NEWS RELEASES, SCHOOL/DISTRICT NEWSLETTERS AND DISTRICT WEBSITE.**

To: Principal of _____ School,
I do not wish to have the information marked above concerning _____ released.
Name of student)

Signed: _____ Date _____
(Parent or guardian)