

Desert Meadows



2025-2026
Student Handbook

LAVEEN ELEMENTARY SCHOOL DISTRICT

5001 W. Dobbins Road
Laveen, Arizona 85339-9733
Office: 602-237-9100 / Fax: 602-237-9135

Dr. Jeff Sprout, Superintendent

~ District Schools ~

Laveen Leadership Academy at Cheatham Farms

4725 W. South Mountain Avenue
Laveen, Arizona 85339
Office: 602-237-7040 / Fax: 602-237-3376
Ms. Sara Schaefer, Principal

Desert Meadows School

6855 W. Meadows Loop East
Laveen, Arizona 85339
Office: 602-304-2020 / Fax: 602-304-2025
Mr. J.P. Ketcham, Principal

Estrella Foothills Global Academy

5400 W. Carver Rd.
Laveen, Arizona 85339
Office: 602-304-2050 / Fax: 602-304-2055
Ms. Erin Lebish, Principal

Laveen Elementary School

4141 W. McNeil Road
Laveen, Arizona 85339
Office: 602-237-9110 / Fax: 602-237-9134
Ms. Melissa Garcia, Principal

M. C. Cash Elementary School

5000 S. Sandomir Way
Phoenix, Arizona 85041
Office: 602-237-9120 / Fax: 602-237-9133
Ms. Nicole Goodwin, Principal

Paseo Pointe Dual Language Academy

8800 S. 55th Avenue
Laveen, Arizona 85339
Office: 602-304-2040 / Fax: 602-304-2045
Ms. Patricia Gonzalez Sotelo, Principal

Rogers Ranch STEM Academy

6735 S. 47th Avenue
Laveen, Arizona 85339
Office: 602-304-2030 / Fax: 602-304-2035
Dr. Kaitlin Gretkierewicz, Principal

Trailside Point Performing Arts Academy

7275 W. Vineyard Road
Laveen, Arizona 85339
Office: 602-605-8540 / Fax: 602-605-8545
Ms. Frincine Tait, Principal

Vista del Sur Accelerated Academy

3908 W. South Mountain Avenue
Laveen, Arizona 85339
Office: 602-237-3046 / Fax: 602-237-1976
Ms. Jessica Epacs, Principal

WELCOME TO DESERT MEADOWS SCHOOL



6855 W Meadows Loop East
Laveen, AZ 85339
602.304.2020 (office)
602.304.2020 Ext. 3603 (attendance)
602.304.2025 (fax)

School Hours

8:00 a.m. to 3:00 p.m.

Early Release Hours

8:00 a.m. to 1:00 p.m.

Office Hours

7:30 a.m. to 3:30 p.m.

Desert Meadows Vision- We are committed to embracing innovation as a core value to build lifelong learners, creative problem-solvers, and global citizens with the ability and initiative to make a positive impact in the world.

Mr. J.P. Ketcham, Principal



Ms. Natasha Perez, Asst. Principal

Dear Students and Families,

I am happy to welcome you to the 2025-2026 school year at Desert Meadows, an A+ School of Excellence! The Desert Meadows faculty and staff are dedicated to working with you to ensure all students on our campus can achieve their highest potential. Over the years, Desert Meadows has had a rich history of providing students with an amazing academic and social experience.

We look forward to building upon and refining our proven foundation of excellent work, honored traditions, and continued educational excellence in the upcoming school year.

We will continue to expand our computer science and innovation program in the 2025-2026 academic year. Our Coding Cafe will host our K-8 technology classes, as well as many extracurricular clubs, including Robotics, E-sports, and Girls Who Code. Stay tuned throughout the school year for updates on news and events as we continue to develop our signature program.

I encourage each of you to be an active member of the Desert Meadows PTA. Over the years, this organization has accomplished many wonderful things that have enhanced the quality of our students' education. Becoming a member of the PTA is a great way to stay informed about what's happening at your child's school.

Our priority is to maintain a safe and healthy school environment for all students. We ask that you carefully read the handbook and review the academic standards and behavior expectations with your child. Please complete and sign all areas of the 2025-2026 Annual Parental Consent Release Form at the back of the handbook. Please also review our website, where you will find our calendar of events and other pertinent information throughout the school year. Also, don't forget to sign up for ParentSquare notifications to stay up-to-date with classroom and school-wide announcements.

Desert Meadows School students and staff stay on track by being Trustworthy, Respectful, Accountable, Collaborative, and Kind! We are excited to continue focusing on the positive behaviors of our amazing students. Students can earn Bobcat coins by exhibiting TRACK actions throughout the school day. Bobcat coins can be used for prizes, school supplies, stickers, and raffles. Students and families can track their positive points online with the PBIS Rewards program.

Please let us know if you have any questions or concerns during the year. A key to a successful year is having open communication between parents/guardians and staff. It will help your child experience success at school if we are all headed in the same direction. We look forward to a great year!

Sincerely,

James P. Ketcham, Principal

Natasha Perez, Assistant Principal

Desert Meadows School – Where we stay on T.R.A.C.K.

6855 West Meadows Loop East • Laveen, AZ 85339 • Phone: 602-304-2020 • Fax: 602-304-2025

www.desertmeadows.laveeneld.org

Signature Program: Coding and Innovation

Desert Meadows Elementary School's signature program is centered on students becoming innovative designers, conceptual thinkers, and creative communicators through the Coding and Innovators program. Kindergarten through eighth-grade students gain the knowledge and skills to enhance their abilities in both the digital and real worlds through computer science.

The benefits of our program are numerous and wide-ranging. By learning how to code, students not only gain practical skills that will be useful throughout their lives but also develop critical thinking, problem-solving, and creative skills. They learn to analyze problems, break them down into smaller components, and develop step-by-step solutions that can be implemented using programming languages.

Moreover, coding and innovation skills are in high demand for today's job market, and acquiring these skills will position students for success. Our program provides students with a foundation in computer science and innovative thinking, which can lead to academic and future success.

The three key focuses for the 2025-2026 academic year are the following:

- Innovative designer: Students use a variety of technologies within a design process to identify and solve problems by creating new, useful, or imaginative solutions.
- Computational Thinking: Students develop and employ strategies for understanding and solving problems in ways that leverage the power of technological methods to develop and test solutions.
- Creative Communicator: Students communicate clearly and express themselves creatively for a variety of purposes using the platforms, tools, styles, formats, and digital media appropriate to their goals.

At DME, students benefit from a rigorous and challenging curriculum that is taught by experienced teachers who are passionate about computer science and innovation. Through hands-on projects, group work, and independent study, students develop a deep understanding of coding concepts and applications, as well as an appreciation for the creative and innovative possibilities that technology offers.



Desert Meadows School

Staff Roster

6855 W Meadows Loop East, Laveen, AZ 85339

Phone #: 602-304-2020 - Fax #: 602-304-2025



2025-

Administration Office			Preschool			Special Areas		
Principal	J.P. Ketcham		Allison Park			Art	Stacy Hedrick	
Asst. Principal	Natasha Perez		Christina Romero			Band	Laura Wolfe	
Dean	Irving Barraza		Shannon Haley			Music	Scott Abney	
Secretary	Jenni Urbatsch		Victoria Coleman			P.E.	Van Hardy	
Attendance	Kaila Seechoma		Kindergarten			P.E.	Caitlyn Perry	
Receptionist	Ana Lorena Gonzalez		Breanna Lewis			Technology	Logan Waise	
Coaches			Guest Teacher					
Inst. Coach	Amanda Bachman		Elizabeth DeVaca				Kody Teer	
Inst. Coach	Vasiliki Karampink		Liliana Valencia				Angel Vera	
EL Coach	Tyra Bonjorno		1st Grade			Associates		
Gifted Coach	Allison Zuckerman		Anna Suarez			PreK-SpEd	Patricia Hinojosa	
Health Office			Michelle Torres Madrid			PreK-SpEd	Joyce Mallow	
Health Assoc.	Karmyn Craig		Mary Badonie			PreK - SpEd	Cornella Magruder	
Computer Technician			Mariza Espinal-Villegas			MOWR	Margarita Carrillo	
	Marcus Lara		2nd Grade			MOWR	Francesca Soliman	
ISD			Minerva Villa			MOWR	Angelica White	
ISD Coord.	Sheila Hall		Pamela Kratzenberg			IA	Jemesha Hodge	
	Paulina Tamez		Emily Ferguson			SpEd	Tiffany Oliver	
Maintenance			3rd Grade			SpEd	Edward Ramirez Gonzalez	
Lead	Ricardo Jimenez		Micheal Guerra			SpEd		
	Floyd Bobince		Maria Bugarin			SpEd-	Alize Hannum	
Library			Monica Abedrabbo			SpEd	Vanessa Garza	
Library Assoc.	Marissa Martinez		4th Grade			SpEd	Jemesha Hodge	
Student Services			Cotylee Kendall			SpEd	Josie Gomez	
Psychologist	Michelle Davies		Angelita Munoz			SpEd-One On One	Liliana Ayala	
Counselor	Katherine Aleff		Ashley Santoya			SpEd	Stephanie Ruelas	
SLP	Tracy Zolltheis		Brizany Luther			Supervisory	Evangelina Martinez	
SLPA	Jessica Minjarez		5th Grade			Supervisory	Sandra Brutsche	
SLP	Kim Horack		Samara Soto			Supervisory	Octavio Solis	
SLPA	Ailyn Franco		James Gonzalez			Supervisory	Rebecca Ruelas	
SRO	Estevan Roman		Mayra Hernandez-Sias				Clarissa Carter	
Resource			Teresa Lopez					
Grades 5-8th	Catherine Colvin		6th Grade			Cafeteria		
Grades K-3th	Eleni Seechoma		Audra Riley					
Grade 3-4th	Sarah Berumen		Lilith Marquez			Manager	Araceli Camarillo	
OT/PT			Adriana Canez				Denise Scott	
COTA	Tommy Molina		Melissa Quintero Cruz				Irene Marquez	
OT	Jennifer Wagner		7th Grade				Lucila Garcia	
PT	Carolyn Apfelbach		Andrew Schut				Jesus Veal Lopez	
Kids Club			Tashonda Ferguson				Norma Herrera	
General Line (602) 237-7058			Jeremy Wescott				Cristina Arellano	
Coordinator	Kim Teer		Victoria Breit Brown					
Specialist	Stephanie Moreno		8th Grade					
Specialist	Jeska Martinez		Blake Ruiz					
Conference Rooms			Todd Morgan					
Front Conference Room			Kim White					
Back Conference Room			Andrea Slim					
			Special Education					
			Lindsey Callis					
			Alexis Ovalle					
			Crystal Daviet					
			Shirley Martinez					

KEEPING IN TOUCH; STAYING INVOLVED

Looking to ensure that you always know what is happening at the school? Keep your phone number and email address up-to-date with the office. That way you will always receive our automated calls and important emails.

- The school website is updated weekly with upcoming events, important information and the monthly newsletter.
- Offer to volunteer in your child's classroom.
- Join the Desert Meadows PTA to stay active and involved in your child's education.
- The school marquee is updated weekly with upcoming events.
- Follow Desert Meadows on Facebook

TAX CREDIT DONATIONS

ARS 43-1089.01 allows taxpayers a credit for the amount of any fees or cash contribution made to a public school that supports extracurricular activities including athletics, tutoring and field trips. Single parents may receive a credit up to \$200, while a married couple can donate up to \$400. When you file your state taxes after donating, your refund increases or the amount you must pay decreases by the amount you donated to the school. I urge you, your neighbors, your family, and your friends to donate to Desert Meadows, and all the other fine schools in the Laveen Elementary School District.

STUDENT CONDUCT

Desert Meadows is dedicated to providing a safe and respectful school environment. The Desert Meadows staff believes that all students can exhibit appropriate school behaviors. Parents, students, and staff members must work together to model and teach appropriate behavior. Students should expect consequences as part of learning what is right and wrong. Confinement may be used for disciplinary purposes as per A.R.S. 15-843 and Laveen District Policy JK-Student Discipline. Let us work together to provide a positive learning environment

The Daily Schedule

It is very important to have your child at school on time in order to improve their opportunities for success. Student drop off is at the east side of the school, with gates opening at 7:30. Please do not drop your child off near the front of the school or prior to the gates opening as there is not adult supervision available until 7:30. School Office Hours are Monday-Friday, 7:30 am to 3:30 pm. The school day starts promptly at 8:00. Primary students end their day starting at 2:55 with grades 3-8 dismissing at 3:00. Your child should be picked up prior to 3:15 or arrangements should be made to use our excellent after school Kids Club program.

The following matrix represents our expectations through the Desert Meadows T.R.A.C.K. program.



T.R.A.C.K

Trustworthy

Respectful

Accountable

Collaborative

Kind

A Guide to Student Success

Teaching School-Wide Behavioral Expectations

School-Wide Positive Behavioral Intervention Supports is a set of strategies and systems to increase the capacity of schools to (a) reduce school disruption, and (b) educate all students including those with problem behaviors.

- Clearly define outcomes
- Research-validated practices
- Supportive administrative systems
- Use of information for problem solving

Features of School-Wide Positive Behavioral

Intervention Supports

- Establish regular, predictable, positive learning & teaching environments
- Train adults & peers to serve as positive models
- Teach and model behavioral expectations
- Create systems for providing regular positive feedback
- Acknowledge students when they are “doing the right thing”
- Improve social competence
- Develop environments that support academic success

Behavioral Expectations

Bobcat Attention Signal

Across campus staff members will use a hand raised as an attention signal. When a staff member’s hand is raised, it means:

- Stop talking (Zero/0 Voice)
- Signal others, by raising your hand
- Look at the teacher
- Listen

Teacher & Staff Responsibilities

- Staff will teach, model and practice each of the behavioral expectations throughout the year
- Staff will follow procedures for infractions.
- Staff will acknowledge student behaviors that meet the T.R.A.C.K. expectations.
- Staff will implement

Level	Student Voice Expectations
0	Silent
1	Soft voice/whisper to the person next to you.
2	Conversation Voice: You can only be heard at the table you are working at.
4	Presentation Voice: You can be heard throughout the room.

Arrival Expectations

Trustworthy during arrival:

- Enter campus after 7:30 am.
- Enter through open gates only.

Respectful during arrival:

- Walk when entering campus
- Respond appropriately to adult directions.

Accountable during arrival:

- Wear ID badge, on your lanyard.
- Walk directly to the cafeteria or playground.
- Line up with your class at the bell, on time.

Collaborative during arrival:

- Allow younger students to enter first.

Kind during arrival:

- Use appropriate language.

Cafeteria Expectations

STAYING on T.R.A.C.K. in the CAFETERIA

Trustworthy

- Sit or line up in assigned areas.
- Walk at all times.
- Raise your hand if you need help.
- Remain seated until your class is excused.

Respectful

- Follow directions given by adults.
- Speak respectfully to your classmates and adults.
- Use level 2 voices.

Accountable

- Have your ID visible and ready to scan.
- Report all spills and issues to an adult.

Collaborative

- Work together as a class to make sure your area and table are clean.

Kind

- Say 'please' and 'thank you' to the cafeteria staff.
- Use polite table manners.
- Help classmates with spilled trays.



Cafeteria Procedures

- Enter the cafeteria orderly.
- Students bringing lunch – walk to your table.
- Students buying lunch – stand in line quietly (Level 0/1), keeping hands and feet to self.
- Give your attention to the cafeteria personnel.
- Walk to your table.
- Remain seated facing forward.
- Use no more than a level 2 voice.
- Talk only to those across and next to you.
- For staff's assistance, raise your hand and wait.
- Eat your food only.
- Use good table manners.
- When finished, follow class directions.
- Put all uneaten food and trash in the proper place.

Classroom Expectations

STAYING on T.R.A.C.K. in the CLASSROOM

Trustworthy

- Be honest.
- Return all materials.
- Do what you say you are going to do.
- Be someone others can count on.

Respectful

- Keep your hands to yourself.
- Use appropriate language.
- Be an active listener.
- Respect the opinions and property of others.
- Treat others the way you want to be treated.

Accountable

- Come prepared and stay on task.
- Complete and turn in assignments on time.
- Take responsibility for your actions.

Collaborative

- Participate in group discussions and activities.
- Work as a team and include everyone.
- Respect other group members.

Kind

- Say 'please' and 'thank you'.
- Use kind words and actions.
- Have a positive attitude.
- Help those in need.



Hallway Expectations

STAYING on T.R.A.C.K. in the HALLWAYS

Trustworthy

- Go directly to your destination in a timely manner.
- Keep hallways clean.

Respectful

- Travel in a single line on the right side of the hallway.
- Respect other classroom learning environments.
- Use level 0 voices.

Accountable

- Remind classmates of hallway expectations.
- Have your Bobcat pass visible.

Collaborative

- Work with your peers to arrive safely at your destination.

Kind

- Enjoy the work of others posted in the hallways with your eyes only.
- Hold the door for the person behind you.



Playground Expectations

STAYING on T.R.A.C.K. on the PLAYGROUND

Trustworthy

- Stay on the playground assigned to your grade level.
- Use playground equipment appropriately.

Respectful

- Keep hands, feet, and objects to yourself.
- Make sure your game does not interfere with others.

Accountable

- Return playground equipment.
- Report any issues on the playground to an adult.

Collaborative

- Line up when the whistle blows.
- Leave the playground cleaner than you found it.

Kind

- Use kind words and actions.
- Include your classmates in all activities.
- Practice: Stop, Walk and Talk.



Restroom Expectations

Bobcat Code Expectations

Trustworthy <i>Doing what you say you're going to do.</i>	Respectful <i>Acting in a way that shows you care about a person's feelings, well-being, role, and any property.</i>	Accountable <i>Take responsibility for actions (positive/negative); follow through on responsibilities (words and actions)</i>	Collaborative <i>Working together in a positive manner to benefit the school community.</i>	Kind <i>Use positive words, expressions, and actions. "Treat others the way you want to be treated"</i>
-Go to the nearest restroom and use facilities in a timely manner. - Use bathroom supplies appropriately. -Return to class promptly.	-Respect others privacy in the bathrooms. - Knock on the door before entering a stall.	-Use classroom sign in and out sheets. -Use the correct bathroom for your grade level. -flush the toilet	-Work together to keep bathroom clean. -Wait your turn line. -Report an issues in the bathroom	-Flush toilet - Wash hands

Dismissal Expectations

Trustworthy during dismissal:

- Follow hallway expectations as you leave the building.
- Keep all school materials in your backpack until you get home.
- Keep your ID Badge on until you arrive home.

Respectful during dismissal:

- Walk when leaving campus
- Respond appropriately to adult directions.

Accountable during dismissal:

- Use crosswalks appropriately.
- Go directly to your dismissal area.

Collaborative during dismissal:

- Allow younger students to proceed first.
- Pick up siblings quickly from the designated area.

Kind during dismissal:

- Use good manners when interacting with teachers, staff, and all adults.

Discipline Professionalism

Desert Meadows is dedicated to providing a safe and respectful school environment. The Desert Meadows staff believes that all students can exhibit appropriate school behaviors. Parents, students and staff members must work together to model and teach appropriate behavior. Students should expect consequences as part of learning what is right and wrong. Let's work together to provide a positive learning environment. Remember:

- Our goal is to assist students in achieving self-discipline. Always remind students that with rights comes responsibility.
- True discipline means to teach.

- Develop community and establish relationships with your students.
- Students exhibit respect for the staff and our expectations if we set the example for them.

In addition to the guidelines outlined as part of our T.R.A.C.K. expectations, we have the following campus guidelines:

- Students are to comply with the school dress code and must wear their I.D. card at all times..(Please refer to Student Uniform and Dress Code section for dress code requirements)
- Students are to use furniture in an appropriate manner (i.e., no sitting on tabletops, tipping chairs, carving on furniture, etc.).
- Students are not to leave a classroom or the school grounds during regular hours without permission.

After school, students are to leave campus within 10 minutes of dismissal unless involved in an organized activity with adult supervision.

- While on the playground, students are to stay at least ten feet away from any fences and shall not approach any person outside of the fence. Doing so may result in disciplinary action.
- Students are not to engage in inappropriate displays of affection or physical contact (including hand holding, hugging, and kissing).

Students will be disciplined for cheating or plagiarizing on tests, quizzes, or homework.

Because of our current insurance procedures and practices, the school assumes NO responsibility for personal property brought to school. This includes (but is not limited to) musical instruments, sports equipment, phone, clothing, music players, cell phones, toys, or other electronic devices. Electronic devices, including cell phones, are not to be used during the hours of 7:30 AM to 3:00 PM. If used at school, these items will be taken and turned in to the office where they may be claimed after school by parents or guardians.

Students are not to be involved in fighting (including play fighting), pushing, shoving, striking, threatening, intimidating, causing bodily harm to any person, spreading rumors, cyber-bullying, inappropriate language or intent on social media involving other students or staff, or relaying/posting videos and/or messages that create a disturbance.

- Students and parents are not to make threats against other students, school employees, visitors to campus, or school property.
- Possession of any type of weapon (including pocket knives) Sharpies, matches, lighters, firecrackers, laser pens and pointers, slime, water balloons, toys, etc. on school grounds will result in disciplinary action. These items will be confiscated.
- Students and parents are not to make threats against other students, school employees, visitors to campus, or school property.

Any student in the possession of a firearm under the jurisdiction of the school will be immediately suspended pending expulsion, as per Arizona state law A.R.S. 15-841 (G) and prosecuted to the full extent of the law.

*The use of illicit drugs and the unlawful possession and use of alcohol are wrong and harmful.

The use, possession, and distribution of these items is in violation of Arizona law. Possession of contraband such as weapons or illegal substances will also result in the confiscation of such items, referral to the police, and possible suspension and/or expulsion.

In-School Detention

Students remain in the In-School Detention (ISD) room for the duration of their school day completing work sent down from the student's teacher(s). Failure to comply with directions in the ISD room will lead to a more severe consequence.

Out of School Detention

Students are not permitted to attend school, visit campus, or participate in any school related activity for a specific period of time. Work will be picked up by a parent, sibling, or friend each day in the office following dismissal.

Confinement may be used for disciplinary purposes as per A.R.S. § 15-843 and Laveen District Policy JK

Students are prohibited from attending activities or being on campus while serving an out-of-school suspension. Students violating this are subject to criminal trespass per A.R.S. § 13-1502.

A.R.S. § 15-153 requires the district to notify the parent or guardian of each student who is involved in a suspected crime or any conduct that is described in subsection A of this statute, subject to the requirements of federal law.

Positive Incentives At Desert Meadows

Daily/Weekly

TRACK Coins

When a student is observed demonstrating PBIS expectations they receive TRACK Coins from the adult.

Bus Tickets

When a student is observed demonstrating PBIS expectations (& goes above and beyond) they receive a ticket from a staff member.

Monthly

When a student is displaying positive behaviors aligned with T.R.A.C.K, they can receive Track Coins as a celebration of their commitment to positive behavior. With Bobcat Bucks, students can buy items from the school's Bobcat Store. A student from each homeroom will be awarded the "Bobcat of the Month" award. These awards will be presented to students who demonstrate academic growth and exhibit T.R.A.C.K behaviors.

Raffle for TRACK Coins

Students earn entry based on earning 40 TRACK coins per month.

Top TRACK Coin Earners

Top TRACK coin earners for each grade level can earn a reward for the month.

Quarterly

Students who have shown academic progress and exemplary behavior will be eligible for quarterly grade level incentives. The following criteria must be met to receive the quarterly incentive:

Students may have no more than 5 unexcused absences. (K-8)

Proper dress code, including wearing their IDs every day; students cannot be out of dress code for more than 5 days.

Receive no "N" grades in Effort on the 1st quarter grade report.

Receive no failing academic grades (D's or F's) unless they have earned an "E" effort grade on the 1st quarter grade report.

No excessive minor infractions (PBIS Rewards app) (K-2: 5, 3-5: 8, 6-8: 10)

No discipline office referrals resulting in ISD or OSS for the entire 1st quarter

Sign the Google Form Agreement by 3:00 pm on Friday, August 8th, 2025.

To help students remain on T.R.A.C.K. at Desert Meadows, teachers will utilize a variety of communication tools to ensure that students and families are kept informed of academic and behavioral progress. Generally, teachers will use the Minor Behavior Tracker for small and minor issues and will utilize an Office Referral for more serious or chronic infractions. The administration will collect behavior data to determine eligibility for incentives and to make improvements to our PBIS program.

Daily Lunch Schedule

Preschool 10:20-10:40

1st Grade 10:10-10:50

Kindergarten 10:10-10:50

7th Grade 10:50-11:20

2nd Grade 11:20-12:00

5th Grade 11:20-12:00

8th Grade 12:00-12:30

6th Grade 12:00-12:30

4th Grade 12:30-1:10

3rd Grade 12:30-1:10

GENERAL INFORMATION

LAVEEN ELEMENTARY SCHOOL DISTRICT

Our Mission

Ensure the future success of every student through the use of best practices and innovative strategies.

Our Vision

A leader in delivering exceptional educational experiences to all students.

ATTENDANCE GUIDELINES

Regular school attendance is vital for a child to be successful. A child who is not in school cannot learn. For this reason, it is important that all parents make a commitment to ensure their child is at school and on time. Students absent from school on any given day are ineligible to participate in any extracurricular activities scheduled that day or evening (including dances, concerts, etc.).

All student absences must be reported. Please notify the school attendance office each day your child is absent. Parents will be notified through the School Messenger automated service when an absence has not been reported. Parents need to notify the school office immediately of any change of phone number(s).

1. If contact is not made by telephone, a written excuse signed by a parent, guardian, or doctor must be sent to school on the day following the absence. All absences not verified by parental or administrative authorization will remain unexcused.
2. Students will be withdrawn from school upon reaching their tenth consecutive day of unexcused absences.
3. Absences from school are generally “excused” by school administration when the student is absent due to personal illness, personal injury, or family tragedy (see #6 below). Please make every effort to adjust family schedules and medical appointments to avoid missing school.
4. The definition of “truant” is an unexcused absence (as per school administration) for at least one class period during the day (as per HB2218, Chapter 141). Truancy may result in the student being assigned to lunch detention or to in-school detention.
5. The definition of “habitually truant” means a child who is truant for at least five days within a school year (as per HB2218, Chapter 141). Students who are habitually truant will be subject to disciplinary action and will be referred to local law enforcement officials.
6. The definition of “excessive absences” means a child who is absent 18 days or more throughout the school year regardless of the reason. Students who have 18 or more absences throughout the school year will be required to have a doctor’s note to excuse further absences. In addition, students who have excessive absences may be retained.

7. Students will be marked for a half-day or full day absence according to the guidelines below.
8. For a student to earn 'perfect attendance' they must be in attendance every day during regular school hours. (This includes no tardies or leaving school before the end of the scheduled day.)

Kindergarten Students:

- *Counting for full day attendance on a regular day* – 3 hours 28 minutes of instructional time.
- *Counting for full day attendance on a half-day release* – 1 hour 58 minutes of instructional time.

1st-8th Grade Students:

- *Counting for full day attendance on a regular day* – 5 hours 15 minutes of instructional time.
- *Counting for half-day attendance on regular day* – 3 hours 30 minutes and up to 5 hours 14 minutes of instructional time.
- *Counting for full day attendance on a half-day release* – 3 hours of instructional time.
- *Counting for half-day attendance on a half-day release* – 2 hours and up to 2 hours 59 minutes of instructional time.

Checking Students Out for Early Dismissal

To ensure the safety of our children, parents wishing to check their children out of school early must do so through the front office. Proper ID must be provided. Parents are not to pick up their children at their classroom, as teachers have been instructed to release students only through the front office. If students are checked out before the end of the school day, the absence will be recorded the same as a tardy. Tardies and early releases are part of the school day and are subject to the state law on compulsory attendance. The law requires elementary age students to attend school. (A.R.S. § 15-803) Early release requests within the last 30 minutes of the school day may be denied, as this creates congestion in the pick-up area and disrupts end of day routines and procedures.

Closed Campus

Campuses of all schools in the Laveen School District are considered to be closed campuses; that is, a student may not leave the school grounds during the hours school is in session, and all visitors must check in through the front office. This includes before school and lunch hours. (Review the “Visitors to Campus” section of this handbook for more details.) Once students arrive on campus, students cannot leave until they are dismissed at the end of the day unless:

- A parent/guardian picks up a student and formally signs him/her out through the office. Proper ID must be provided.
- The health assistant determines that a student is too ill to remain at school. In these cases, the parent/guardian will be contacted and the student should be picked up and signed out through the office.

Tardies

All students are expected to be on time for classes and prepared with necessary materials. A tardy student with a legitimate excuse must present a parent/guardian-authored note to the office to verify the excuse. Repeated tardies may result in disciplinary action, including but not limited to detentions, ISD, or OSS.

Students Enrolled Less Than Twenty Days

It is the practice of the Laveen Elementary School District faculty and administration to report grades for students who have completed a minimum of twenty days in class. There is insufficient information about pupils who have attended less than four full weeks of class to merit a grade. Teacher(s) will be able to provide information to parents/guardians as to the general efforts made by a child in attendance less than the required twenty days.

BICYCLES, ROLLER BLADES, & SKATEBOARDS

Bicycles will be the sole responsibility of the students riding them. The school will not be responsible for stolen or damaged bicycles. Bicycles are to be walked on school property, parked in the designated bike rack, and secured with a lock. Skateboards, roller skates, two-wheeled scooters, Heelys, and rollerblades are not allowed on school grounds at any time.

BUSES

Students eligible for transportation receive permission to travel to and from school by bus when prior arrangements have been made between parents and the school. Route and stop information will be added to the student's ID, which must be displayed upon boarding the bus or at any time it is requested. Students are required to scan their ID upon entering and exiting the bus. Parents must obtain prior permission from the administration for students not previously assigned to ride a bus, or a particular bus (i.e., to travel with a school friend). Students are required to ride their assigned bus. If a student needs to ride another bus due to an emergency, parents must write a note to take to the school office. The school will then complete the appropriate form that allows the student to board the bus. Notes to the driver are unacceptable.

All students must have their ID, with transportation designation, or a proper temporary bus pass to board. If a student does not have his/her ID, a pass will be given to ride the bus. In the event a student is unable to retrieve a pass, they will still be allowed to board the bus. However, repeated requests for a pass may result in disciplinary action. Replacement IDs, badge holders, and lanyards are available in the front office for a nominal fee.

Surveillance cameras may be utilized on school buses. Video and/or audio surveillance are used by the district primarily for aiding student discipline on the buses.

The District's transportation department participates in Positive Behavioral Interventions and Supports (PBIS). The bus expectations are as follows:

Be Safe

- Stay on curb when bus is approaching
- Stay seated while bus is in motion
- Keep hands, feet, and objects to yourself

Be Respectful

- Listen to follow bus driver/associate expectations
- Speak in quiet, inside voices
- Control temper in conflict situations

Be Accountable

- Arrive on time with Student ID/Bus Pass
- Use electronics appropriately
- Be alert and watch for your stop on the way home

The transportation department reinforces these positive behaviors through the distribution of "tickets". These tickets are used in conjunction with each school's PBIS program.

Bus Rules

Students being transported are under the authority of the school principal and the bus driver and they shall enforce established and appropriate standards of classroom behavior and dress while riding a bus. Students shall also observe the following specific standards:

1. Be at the bus stop **five minutes** before your scheduled pick-up time.
2. Stand a minimum of three giant steps back from the curb when the bus is approaching. Form a line, no crowding or pushing. Never approach the bus until the bus is completely stopped and the driver signals you to board.
3. Use all of the steps of the bus and maintain contact with the handrail(s).
4. ID/Bus Pass must be scanned on and off the bus. Present ID/Bus Pass upon request.
5. Always remain seated while the bus is in motion and you arrive at your scheduled stop. Sit in assigned seat and keep aisles clear.
6. Keep entire body inside of bus. Placing your head and/or limbs outside may result in serious injury.
7. Be courteous and talk quietly. Vulgar or abusive language, teasing or bullying other passengers will not be tolerated.
8. Never throw anything from, in or at the bus.
9. Water bottles are allowed; however, you may not have soda, food, candy or gum.
10. The appropriate use of electronic devices on board is at the discretion of the driver.
11. No glass objects, animals (unless approved for assistance), insects or balloons are allowed on regular routes. Authorized sports/musical equipment must be able to be secured and may not take a seat needed for a passenger.
12. When exiting the bus, always follow the 10/10 rule: Take 10 giant steps away from the bus and always cross 10 feet in front of the bus – never cross behind it.

In the event there is an emergency, follow the driver's instructions and all emergency procedures.

Denial of School Bus Service

Bus riding is a privilege - not a right. Inappropriate conduct at bus stops, on buses, or in the process of boarding or disembarking from a bus may result in the denial of bus riding privileges. Transportation suspensions are progressive. Students are afforded due process/appeals of disciplinary action. If an infraction is deemed serious enough by the school administrator, the

student may be denied bus-riding privileges from all buses for an entire school year. Bus suspensions that occur at the end of the school year may carry over into the next school year.

Possessing weapons, tobacco, edibles, vaping products, alcohol, or drugs on a school bus will be grounds for immediate disciplinary action up to and including suspension or expulsion.

Transportation Office Contact Information: 602-237-9107

CAFETERIA

The Laveen Elementary School District offers an excellent breakfast, lunch, and after-school meal program. The meals we provide are nutritionally balanced, appetizing, visually appealing, and offer a variety of choices. Breakfast is served to all enrolled students daily, beginning 30 minutes before the start of school, in the cafeteria or grab and go style, depending on the school. The breakfast, lunch, and after-school meal programs receive federal reimbursement to assist families and students. We wholeheartedly support the USDA school meal initiatives that underscore our national health responsibilities to assist in preventing America's high rates of heart disease, diabetes, obesity, and some forms of cancer through good nutrition.

Meal Consumption

Program regulations clearly intend for meals served through the School Meal Programs to be served and consumed on school or school-related premises. It is not permissible to allow children to take food away from the cafeteria to eat at a later time.

The National School Lunch and Breakfast Programs, as well as the At-Risk Afterschool Meals Program, are intended to feed students. Parents are not allowed to eat off of their child's plate when visiting during meal service. Adults desiring a meal are required to purchase one. Also, children who are not enrolled at the school may not eat off the enrolled student's plate. Children who are not enrolled at the school who desire a meal are required to purchase one.

The Laveen Elementary School District participates in the USDA Community Eligibility Provision (CEP) and all meals are provided at no cost to all students. Parents do **not** need to complete an application to qualify for free or reduced-price meals. We invite all students to participate in our meal programs.

QUESTIONS AND ANSWERS ABOUT OUR MEAL PROGRAM

How can I pay for my child's lunch?

Meals are free for all students. Students are still obligated to repay all previous meal debt. There will be a la carte items available for purchase. Students can apply money to their lunch account in line or parents may also deposit money into their child's lunch account during school hours. Funds can also be placed onto their child's lunch account online at www.EZSchoolPay.com. To register your child(ren) you will need their student ID number.

How do I know what the balance is on my child's lunch account?

Student's balances and their transaction history are available by creating an account at www.EZSchoolPay.com or contact the Cafeteria Manager at your child's school to request a copy of their meal history and account balance.

How can I apply for free or reduced-price meals for my child?

Applications for free or reduced-price meals will not be available, as all students will receive school meals at no charge as part of our district participating in the Community Eligibility Provision. Families will be asked to complete an Alternate Income Form as part of the registration process to collect data needed for other federal programs, such as Title 1.

My child requires a special diet, how can you help?

We have a number of resources to meet special dietary needs. To properly meet the individual needs of your child, we need written instructions from a recognized medical authority with specific details from which we will build your child's school meal choices. Contact our Nutritionist at specialdiets@laveeneld.org to initiate this process. If your child's special diet request is related to religious or other non-medical preferences, please contact your cafeteria manager to discuss how we can tailor daily choices for your child or visit our online menu linked on our website for more information. The Laveen Elementary School District recognizes that food allergies are a growing public health and food safety concern. We have experienced an increase in the number of students with food allergies, particularly allergies to peanuts. Some of our students experience life-threatening reactions when exposed to peanuts. To help reduce the chance of a life-threatening exposure while at school, the district removed peanut butter and peanut products from the cafeteria, and we ask parents to find substitutes to peanuts and peanut butter when providing snacks or packing their child(ren)'s lunch to be eaten at school. Additionally, we do our best to avoid pork products in our school menus.

My child comes home from school hungry; I don't think he is getting enough to eat at lunch. What can be done?

Our lunch program meets nationally recognized nutritional requirements for the various age groups of students; however, we recognize that during growing spurts, 'daily average caloric intake' may not be sufficient. To meet the needs of your growing child, please encourage your child to take all items offered, choose items from our unlimited fruit and vegetable bar offered daily at lunch, and visit the sharing bins located in each cafeteria.

Can I bring cookies or other treats to class for my child's birthday party? Yes, you can bring commercially prepared food items to class for parties and other special occasions. Due to county and state health requirements, homemade baked goods cannot be brought to school. In the best interest of your child, and those of other children in the class, healthy treats like fruit, yogurt, and whole-grain baked goods are encouraged and can be fun treats for all ages of children. Work with your child's teacher when planning these types of events.

How can I get a menu?

Menus are printed and distributed monthly at each school site. Our online menus are also linked from our website. Our online menu you to view images and descriptions of our menu items, review nutrition information, filter menu items by allergens, view carbohydrate counts, and provide feedback.

Can I eat with my child?

Parents are encouraged to have lunch or breakfast with their child on an occasional basis. If interested, please visit www.laveenschools.org for adult meal prices.

Can I send a sack lunch to school with my child?

Sack lunches are permitted, but foods and beverages brought from home may only be consumed by the child bringing such items and not shared with other students. Due to federal and state regulations, homemade baked goods, soda, and outside food service items (i.e. McDonald's, Taco Bell, etc.) cannot be distributed or shared with other students.

DIRECTORY INFORMATION

The District designates the following personally identifiable information contained in a student's education records as "directory information" and may disclose that information without prior written consent [20 U.S.C. 1232g(a)(5)(A)]:

- A. The student's name
- B. The student's address
- C. The student's telephone listing
- D. The student's date of birth
- E. The student's grade level
- F. The student's dates of attendance
- G. The student's most recently attended educational agency or institution

Following this notification, parents have two (2) weeks to advise the District in writing of any or all of the items they refuse to permit the District to designate as directory information about their student.

DISTRICT ATTENDANCE BOUNDARY

To provide families with more flexibility and choice of schools, the Laveen School District has a single shared attendance boundary, the district boundary, to serve all nine schools. Subject to space availability, residents of our district may enroll their child in any Laveen school of their choosing without having to go through the open-enrollment process.

*Paseo Pointe Dual Language Academy and Vista del Sur Accelerated Academy have additional enrollment requirements.

Families wishing to transfer their already enrolled child(ren) to a different Laveen school will need to complete a transfer request. Enrollment at a different school is subject to space availability.

Policy 5-105, placement is based on the following priorities:

1. District resident students, including those issued certificates of educational convenience and those required to be admitted by statute.
2. Students returning to the same school from the prior year.
3. Siblings of students already enrolled.
4. Students who are children of district employees

Bus transportation will be offered to students living within a school's transportation zone. General zones can be found on our district website, <https://www.laveenschools.org/programs-services/transportation/>.

Visit www.laveeneld.org/open-boundaries for more information.

**Vista del Sur has its own enrollment schedule. It is an accelerated school and students must take an assessment prior to enrolling. Paseo Pointe Dual Language Academy is a dual language immersion (DLI) school. Incoming students must enroll in the DLI program.*

DRUG FREE SCHOOL ZONE

The mission of the Drug Free School Zone is to guarantee a safe environment on and around the school campus. This will be accomplished through enhanced enforcement and prosecution of drug, weapon, and other criminal laws as well as through the use of drug and gang awareness programs. In cooperation with local law enforcement, school districts, prosecutors, parents, and the community at large, our children and their teachers will be afforded the fundamental right to a safe educational environment. Arizona law A.R.S. §13-3411 provides for stiffer penalties for those caught selling, using, or possessing drugs within 1,000 feet of a school campus. Law enforcement authorities will be notified in any situation where a person is suspected of violating A.R.S. §13-3411.

ENGLISH LEARNER PROGRAM

The Laveen School District recognizes the linguistic and cultural diversity of all students and offers programs designed to meet the needs of students acquiring English. English Language Development (ELD) is available for each student who is qualified as an English Learner (EL). A standardized English proficiency assessment is used to determine English proficiency (ARS §15-755), and is administered annually to ensure educational progress (ARS §15-756.05). A student classified as EL shall be offered instructional support with the goal of achieving English proficiency and ultimately meet or exceed grade-level academic standards in a timely manner. ELD instruction is guided by the English Language Proficiency Standards (ELPS) using a Structured English Immersion (SEI) model or a Dual Language Immersion model.

For more information about the English Learner Program or to inquire about testing your child for English proficiency, please contact the Federal Programs Coordinator at 602-237-9100, ext. 3051.

EMERGENCY EVACUATION, LOCKDOWN AND FIRE DRILL

The Laveen School District has made many preparations to deal effectively and realistically with emergency situations that could occur in or around your child's school. While we hope that a serious incident never occurs, our goal is to be prepared for any potential emergency. Each school has a safety committee that reviews policies and procedures to enhance the safety and security of their campus. Best practices in safety and security are often reviewed and implemented across the district. At a minimum, fire drills are conducted monthly and lockdown drills are conducted four times per year. Please visit our School Safety page under the Parents tab of the district website for important safety information for parents:

www.laveenschools.org/school-safety

EXTRACURRICULAR ACTIVITIES

Activities will be established and designed to offer students worthwhile athletic and leisure-time interests, wholesome recreational and social activity, and an opportunity to develop skills in democratic and cooperative management for these activities.

The student must attend school on the day of the athletic competition/extracurricular activity. If the event is held on a weekend, the student must attend school the Friday before the event. If the student needs to be absent for part of the day for an appointment, they must have a note from the doctor/dentist to be able to participate in the extracurricular sports competition/activity.

Students who, upon having their work checked on a cumulative basis show that they have one or more failing grades will be removed from any athletic teams or extracurricular activities. After improving their respective grades, they may be reinstated to the team or activity.

If a student receives detention or is suspended (in-school or out-of-school) for any reason, she/he will not be able to participate in any after school activity for the day(s) of consequence. This includes athletic practice, competitions, academic and non-academic after school activities. This includes traveling with the team/group to an event, even if only as a spectator. With the exception of after school tutoring, repeated suspensions will result in a student's removal from the team/club for the remainder of the season (sports) or grading period (club). Suspensions for weapons and narcotics will result in the immediate removal of the student from the team/club for the remainder of the season (sports) or grading period (club).

The administration has the discretion to adjust the policy depending on individual situations.

Criteria For Student Participation In Extracurricular Sports

Students and their parents who participate in sports activities are required to participate in an educational program about issues related to concussions. This program will not only educate, but also explain the guidelines that Laveen follows regarding concussions. Being a student athlete requires great responsibility to maintain good academic standing. Grades will be checked at the start of the season. They will be checked throughout the season on a bi-weekly basis.

An athlete becomes ***academically ineligible*** if he/she has one or more Ds in any academic or elective class. This means that all athletes carry a minimum grade of C in all classes. Athletes have until the next grade check to bring grades up to good academic status. During a period of ***academic ineligibility***, athletes may practice, but they may not participate in any athletic contest during the two-week suspension.

If athletes do not bring their grades up during the two-week suspension, the athlete will be placed on academic alert for one week. During academic alert, athletes are expected to attend, but may not practice or participate in athletic contests. At the end of the third week, if the athlete is not able to bring up his/her grades, he/she will be removed from the team.

Athletic seasons go by very quickly and if an athlete is suspended for two weeks, a lot of games could be missed. Participants are a student first and an athlete second.

GIFTED EDUCATION

Gifted education is available for each student who is qualified as a gifted pupil. According to Arizona statute: "Gifted education" means appropriate academic course offerings and services that are required to provide an educational program that is an integral part of the regular school day and that is commensurate with the academic abilities and potential of a gifted pupil. A "gifted pupil" means a child who is of lawful school age, who due to superior intellect or advanced learning ability, or both, is not afforded an opportunity for otherwise attainable progress and development in regular classroom instruction and who needs appropriate gifted education services, to achieve at levels commensurate with the child's intellect and ability. For more information about gifted services or to inquire about testing your child for gifted services, please contact the school office.

GRADES

The Laveen School District is committed to helping students reach proficiency and beyond on Arizona's rigorous academic standards. Therefore, we are utilizing a standards-based grading system that allows us to better communicate with parents on the progress students are making toward mastering the content standards.

Report cards will be distributed quarterly, and will include both an academic grade and an effort grade for each subject. The academic grade is intended to report a progress score aligned to mastering the taught standard. The effort grade will reflect the student's applied effort toward that academic grade through such things as participation, homework completion, and behavior.

Students must be enrolled a minimum of twenty (20) days to receive a grade.

Parent/Teacher Conferences

Conferences are held at least twice per year and provide an opportunity for parents and teachers to dialogue about the progress students are making toward mastering the academic standards. Please see the school calendar located in this handbook for specific dates. Parents may schedule a conference whenever they feel it is necessary to talk with a teacher.

ParentVUE

Student grades will be posted on ParentVUE. Please ask your child's teacher for an activation key. To access ParentVUE, go to the district's website at www.laveeneld.org and click on ParentVUE under the Parent tab.

HAZING

“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 school club or sport.
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation.

There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing. (See Policy 5-408 at the end of this handbook)

HEALTH SERVICES

Address/Telephone Number Change

For the protection of our students, a current Health History form should be filled out annually. Parents should notify the school office immediately when there is a change of address, home or parent work telephone number, or a change in the emergency contact phone number. Please have plans for picking up a child who becomes sick during the school day.

Medication

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

- There must be a written order from the physician stating the name of the student, the name of the medicine, and dosage instructions.
- There must be written permission from the parent to allow the school to administer the medication. Appropriate forms are available online and can be obtained from the school health office.
- The medication must come to the school health office in the original prescription container with the student's name, name of the medicine, and dosage instructions.
- A parent or designated adult must transport the medication; students are not allowed to carry/transport medication. Exceptions may be made for students who have been diagnosed with anaphylaxis, breathing disorders, and diabetes. In these exceptional circumstances, arrangements must be made in advance with the district nurse.

Please be advised the health office does not provide Tylenol, Ibuprofen, or over the counter drugs. If your child needs these medications, a parent/guardian must provide a new unopened package for each individual student and must fill out the proper paperwork for dispensing it. Without proper documentation, it will not be dispensed.

Feminine Hygiene Products

Feminine hygiene products are readily available for students in each health office.

Immunizations

Children must have proof of ALL required immunizations, or a valid exemption, in order to attend the first day of school. Arizona law allows exemptions for medical reasons, laboratory

evidence of immunity, and personal beliefs. Exemption forms are available from schools and at <http://www.azdhs.gov>. Homeless students are allowed a 5-day grace period. The record for each vaccine dose must include the date and name of doctor or clinic. The statutes and rules governing school immunization requirements are: Arizona Administrative Code, R9-6-701–708

Childhood Illness

Certain signs and symptoms in children may suggest the presence of a communicable disease. Children with these symptoms should not be in the classroom. However, the child may return to school when he/she is no longer sick or contagious to others, and he/she feels able to join in classroom activities. If your child is not feeling well, keep them at home. Please do not medicate a student and then send them to school. This masks the illness and exposes other students and staff to the illness.

The following common symptoms are reasons to keep your child home.

- **FEVER:** An oral temperature of 100.4 F degrees or above. The child may return to school when he/she has been fever free for 24 hours without the use of a fever reducer such as Tylenol or Ibuprofen.
*If the fever is related to a COVID-19 infection a student must be fever free for 72 hours without the use of a fever reducer such as Tylenol or Ibuprofen.
- **BREATHING:** Difficulty breathing, audible wheezing, or hard coughing.
- **DIARRHEA:** Two or more watery, loose stools in the previous 24 hours.
- **VOMITING:** Children vomit for a lot of reasons, not all of them are indicators of illness. If your child should have two or more episodes of vomiting in the previous 24 hours, please keep him/her home.
- **EYES/NOSE DRAINAGE:** Mucus or pus draining from red eyes that may be swollen, or eyes and lashes that are matted and crusty. Thick, cloudy, yellow/green drainage from the nose needs to be evaluated by a healthcare provider and may need treatment with antibiotics for 24 hours before being allowed to return to class.
- **SORE THROAT:** Sore throat when fever or swollen glands are present.
- **RASH:** Undiagnosed rashes with fever. Other signs of illness may be infected sores with crusting or yellow/green drainage, which cannot be covered with clothing or bandages.
- **ITCHING:** Persistent itching or scratching of the body or scalp, or visible vermin; (e.g., head lice, scabies).

Please notify the school whenever your child is sick, and indicate the specific illness/symptoms. If you have taken your child to your health care provider and have a confirmed diagnosis; please notify the school health office directly with that diagnosis.

Health Office Staffing

Health offices are staffed by a Health Associate and supervised by a District Nurse, who is a licensed Registered Nurse. The Health Associate and District Nurse collaborate with parents, guardians, primary care providers and school staff to provide confidential and prompt first aid.

The District Nurse and Health Associate's role is that of a consultant for students, parents and

educational staff. They are not a primary care provider and cannot make a medical diagnosis. Do not send ill students to school to be evaluated by the Health Office.

If you have any questions, consult your healthcare provider or contact your child's school health office. Visit our District Health Services page for more information:

<https://www.laveenschools.org/programs-services/health-services/>

KIDS CLUB – Before/After School Care and Tuition Preschool

The Kids Club Program offers carefully planned, well-supervised activities for children in preschool through sixth grade. There are many opportunities offered through the program that are designed to interest your child and to foster his/her social/emotional well-being, physical, and critical thinking skills. The hours of operation are 6:30 a.m. to the start of the school day, and from school dismissal to 6:00 p.m. For more information about Kids Club, please visit <https://www.laveenschools.org/programs-services/kids-club/> or contact the Kids Club office by phone at 602-237-7058 or by email at KidsClub@laveeneld.org.

Kids Club oversees the district's tuition-based preschools. These programs are located at Desert Meadows, Estrella Foothills Global Academy, Paseo Pointe, and Vista del Sur. For more information on preschool programming and enrollment opportunities, please visit our website at: <https://www.laveenschools.org/programs-services/preschool/> or call the Kids Club office at 602-237-7058.

LIBRARY

All students are expected to take care of library materials and to return them on time. Library privileges may be revoked temporarily or permanently if these rules are not observed. In the event of damage of library materials, students should notify the library staff immediately. Parents will be expected to pay for lost or damaged books or materials.

Parental Access to Library Books and Materials

Parents may access each school's library collection of available books and materials through the District's website, under District Curriculum. The "Library Book Search" allows parents to browse the online catalogs for each school. The online catalog search may be narrowed to search by title, author, or topic, as well as by material type; (e.g., books eBooks, videos).

Parents have access to view the list of books and materials their children have borrowed from the school library. Through the school's online catalog, there is an option to log in with the student credentials supplied by the school. The library items checked out can be found under "My Info." Upon request, parents may receive a list of books and materials borrowed from the library by their children.

LOST AND FOUND

All found items are sent to the Lost and Found box located in the Health Office. Items that are not claimed will be donated to a worthy cause at the end of each quarter.

MAKE-UP WORK

Students who are absent from school for any reason will be required to complete work missed in each class. Students will be given one day make-up time for each day of absence. It is the responsibility of the individual student to obtain make-up work from the teacher and to submit all completed make-up work within the number of days allowed.

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

Are you currently experiencing a temporary living arrangement due to eviction, foreclosure, job loss, or a traumatic event? Laveen Elementary School District offers services to families through the federal McKinney-Vento Homeless Assistance Act. The Act allows for children of families who are in a temporary living situation be offered services such as enrollment assistance, nutrition services, clothing or school supplies, community referrals, and in some cases, transportation. If you are living in any of the following temporary circumstances, you *may be* eligible for assistance under this act which includes:

- Living in a shelter
- Living in transitional housing
- Living in a hotel/motel
- Living in a situation that is the lack of fixed, regular, and adequate nighttime residence

Please contact the district's Parent Liaison at 602-237-9100, ext. 3052, for more information about this program. Our Academic Services Department is happy to assist students, staff, parents, and the community with any questions or support needed.

OPEN ENROLLMENT (Out of District Students)

The Laveen Elementary School District has an open-enrollment program as set forth in A.R.S. §15-816 and outlined in District Policy 5-105. Open enrollment requests are required for students who reside outside of the Laveen School District boundary.

Open enrollment enables Arizona students to attend public schools outside their attendance area. In accordance with state law, the District has established an open enrollment policy and implemented an open enrollment program without charging tuition for non-resident students. Open enrollment applications are available online. Acceptance is on a year-by-year basis and subject to re-application and review each year.

Once students are accepted and attending the school of choice, they must comply with school rules. These rules and regulations may include standards of academic effort, conduct, or attendance. Failure to comply with these rules and regulations may result in an open enrollment revocation.

Schools will accept open enrollment students throughout the school year as capacity allows, following the enrollment priorities described below.

Enrollment Priority

The District will give enrollment preference to and reserve capacity for all of the following:

- A. District resident students, including those issued certificates of educational convenience and those required to be admitted by statute.
- B. Students returning to the same school from the prior year.
- C. Siblings of students already enrolled.
- D. Students who are children of persons who are employed by or at a school in the School District.

If there is excess capacity remaining after the reserved capacity identified above, the District will give open enrollment priority to nonresident students in the following order:

- A. Students who are in foster care.
- B. Students who meet the definition of unaccompanied youth prescribed in the McKinney-Vento Homeless Assistance Act (P.L. 100-77; 101 Stat 482; 42 United States Code Section 11434a).
- C. Students who attend a school that is closing.
- D. Nonresident students not included in any of the above criteria.

For more information on open enrollment, please visit our website at:

www.laveenschools.org/about-laveen/registration/open-enrollment/

PARENTS' RIGHT TO KNOW

In accordance with the Elementary and Secondary Education Act (ESEA), parents have the right to request information regarding the professional qualifications of his or her child's teacher. To receive this information, please contact the building principal.

PHOTO AND VIDEO USE

Your child may be photographed and/or videotaped in a school-related setting. These pictures and/or videos may be reproduced in the media and/or school-related publications such as, but not limited to, newsletters, brochures, school/district websites, and district-approved social media. No photographs or videos will be shared publicly without a signed release by the parent or guardian.

Surveillance cameras are in use, throughout the school, the district office, and district buses to promote safety and security.

PROMOTION/RETENTION

- The Laveen Elementary School District is dedicated to the continuous development of each student.
- Promotion from grade to grade will be based upon standards for each basic subject area as identified in the course of study.
- The Laveen Elementary School District standards that students must achieve include accomplishment in the areas of reading, written communication, mathematics, science, and social studies, as adopted by the State Board of Education.

- In addition to these standards, test scores, grades, teacher-principal recommendations, and other pertinent data are used to determine promotion.
- Retention of students is a process that is followed when the professional staff, in consultation with the parent, determines it to be in the best interest of the student. Though primary grades are suggested as the most appropriate time, retention may be considered at any grade level.
- When circumstances indicate that retention is in the best interest of the student, the student will have individual consideration and decisions will be made only after careful study of facts relating to all phases of the student's growth and development. The student's academic achievement level and mental ability are important, but physical and social characteristics are also important factors. A decision should be based on sufficient data collected and documented over a period of time and motivated by a desire to place students in school programs where they will be the most successful.
- Special education students shall be on a case-by-case basis, consistent with the individualized education plan and in accordance with AAC R7-2-301 and R7-2-401. An ongoing intervention plan must be written and implemented as soon as a student is identified by a teacher as possibly not meeting the requirements for promotion.

Competency Requirements for Promotion of Students from Third Grade

The *Move on When Reading* legislation requires that a student shall not be promoted from the third grade if he/she obtains a score on the reading portion of the state assessment that demonstrates the student's reading skills fall far below the third grade level, unless the student qualifies for one of the following exemptions:

- The student is an English Language Learner who has received less than three years of English instruction.
- The student has a disability and the IEP team agrees promotion is appropriate or the student is in the process of being evaluated for an IEP.
- The student has been diagnosed with a significant reading impairment, including dyslexia.
- The student demonstrates sufficient reading skills or adequate progress toward sufficient reading skills through a collection of assessments approved by the State Board of Education.
- The student receives intervention and remedial services during the summer or subsequent year and demonstrates sufficient reading progress.

Intervention and remedial strategies shall be provided to students who are not promoted from the third grade. For additional information, visit <http://www.azed.gov/mowr/>
A.R.S. § 15-701

Promotion from Eighth Grade

The State of Arizona does not provide or require eighth grade diplomas. Eighth grade students being promoted to ninth grade will be assisted with the registration process in the transition to high school, and student records will be sent as requested.

RIDESHARE TRANSPORTATION

The Laveen Elementary School District expects a parent, guardian, or trusted adult to pick up their child. Sending a Rideshare to pick up your child creates a risk that you assume. The District bears no responsibility for ensuring your child's safety if they are picked up via Rideshare (UBER, Lyft, Taxi, Etc.). The school must have a signed Rideshare Acknowledgment on file. This form is available in the school's front office.

SEARCH AND SEIZURES

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 the student(s) exist.

Items provided by the District for storage; (e.g., desks) are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision. Students have no reasonable expectancy of privacy, and desks, storage areas, etc. may be inspected at any time with or without reason, or with or without notice, by school personnel.

SPECIAL EDUCATION STUDENTS

The Laveen Elementary School District has procedures for identifying special education students. If you know of a child who might have disabilities that may hinder their learning and is not receiving services, please call the school office or Student Services at 602-237-9100. (See the flow chart included in this handbook.)

Child Find

The intent of Child Find is that all children from birth through age 21 with delays or disabilities are identified, located, and evaluated to receive the support and services they need. Public schools and the Arizona Early Intervention Program are responsible for "finding" eligible children and providing services needed for them to reach their development milestones or meet their educational needs.

Child Find procedures include identification (screening), referral, and evaluation procedures. The Child Find process includes: the 45 Day Screener, the Teacher Assistance Team, the Child Study Team (CST), and review of enrollment data and educational performance for transferring students.

For children who are suspected of having a disability, the CST will recommend that a full and individual evaluation will be conducted by a multidisciplinary evaluation team to determine eligibility and need for special education.

The following are the Laveen School District's procedures for identifying special education students. If you know of a child who might have disabilities that may hinder their learning and is not receiving services, please call the school office or Student Services office at 602-237-9100.

- Teacher or parent has concern about a child.
- Teacher discusses concerns with Teacher Assistance Team (TAT).
- If it worked, interventions are continued and no testing is needed.

- If it did not work, a referral is made to the Child Study Team (CST).
- If the CST does not suspect a learning disability, effective interventions are continued and newly recommended interventions are implemented.
- If the CST recommends the suspicion of a learning disability, an Evaluation Plan is developed to allow for evaluation of all areas of suspected disability. Parents are informed about the plan and provided procedural safeguards.
- If an evaluation was recommended, a full, Individual Eligibility Evaluation is completed.
- Once the evaluation is completed, a Multidisciplinary Team, including parents, meets to determine if the child is eligible for and in need of special education services.
- If the child is eligible and in need of special education services, the Individual Education Program (IEP) is developed and implemented with parent input and consent.
- If the child is not eligible for and in need of special education services, the services are not provided.

STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

Procedures are established whereby students with sufficient concerns may present a complaint or grievance regarding a violation of their constitutional rights, equal access to programs, discrimination, or personal safety provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of the 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.

See Policy 1-201 and 1-201.A in the back of this handbook for additional information regarding the guidelines to be followed for student concerns, complaints, and grievances.

STUDENT IDS

At the start of the school year, every student will receive a school ID badge, badge holder, and lanyard. This ID is required for students to access breakfast and lunch at the cafeteria, and to use the district transportation. In case of loss or damage, replacement IDs, badge holders, and lanyards can be obtained from the front office at a reasonable cost.

STUDENT RECORDS

The Laveen School District has adopted written policies regarding the collection, storage, retrieval, use, and transfer of student records. These procedures are in compliance with all federal and state laws and statutes.

STUDENT SURVEYS

Student surveys will be prepared, administered, retained, and communicated to parents and students in a manner consistent with state and federal laws. Parental consent is sought before administering any survey that is retained by the school district or department of education for longer than one (1) year and that solicits personal information about the pupil regarding the characteristics listed in A.R.S. §15-117 and in District Policy 1-401.

STUDENT UNIFORM AND DRESS CODE

All students in preschool through eighth grade who attend the District schools are expected to dress in the proper standard school attire. It is the parent's responsibility to ensure compliance with the dress code. All students who attend the District schools must dress in accordance with this dress code.

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

Tops:

- All white, navy, or light blue shirt with collar. No logos on the shirt. This may include, but not be limited to, a "polo" shirt or dress shirt.
- During the colder months, students may wear blue, white, gray, or black sweatshirts or sweaters in class. A combination of or pattern in these colors is permitted, but no print or graphics unless it is a small logo. Sweatshirts and sweaters must be worn over a uniform top.
- Any undershirts must be uniform colors.
- No undergarments may show.

Bottoms:

- Solid black, navy blue, or tan khaki slacks, shorts, skorts, skirts, or jumpers. No logos on slacks, shorts, skorts, skirts, or jumpers.
- No blue jeans or blue jean shorts.
- Sweatpants and stretch pants are not permitted.

Baggy or oversized clothing is not acceptable and thus is prohibited. Clothing may not be more than one (1) size too large, to allow for one (1)-year's growth. No sagging of clothing is allowed.

Students may not wear short shorts, short skirts, or short jumpers. Pant legs may not be rolled up or held up with rubber bands or other devices. The length of shorts, skorts, skirts, and jumpers must be at least the length of where the student's fingertips rest when shoulders are relaxed and arms are stretched downward toward the leg, approximately no more than three (3) to four (4) inches above the knee.

Belts (if worn) must be black, brown, or navy and may not be more than one (1) size larger than the waist and must be worn around the waist.

Students may wear outerwear that is in good repair and does not contain any inappropriate print or graphics while outdoors only. Upon entering any school building, the coat, jacket, sweatshirt, or sweater must be removed unless it is in compliance with uniform code described above. The only type of headgear permitted will be a hat, which can be worn outdoors only. Hoods on sweatshirts and sweaters may be worn outdoors only.

For safety reasons, students are encouraged to wear covered shoes. Open toed shoes including but not limited to flip-flops, slides, sandals, slippers, or bare feet are not acceptable. Any color socks may be worn. Full-length tights, leggings, and knee-high socks/tights are acceptable when worn with uniform bottoms.

When school-sanctioned dress-up days occur, all clothing must be in compliance with the regulations described in this section. In addition, the following regulations also apply:

- Any print or graphics on clothing must be school appropriate.
- No undergarments may show.
- All tops must have sleeves. Sleeveless tops and tank tops are not allowed.
- Clothing must be in good repair.

Students not dressed in accordance with the District dress code will not be permitted in class until they are in compliance. Students may call to request parents bring a school appropriate clothing change in order to meet compliance regulations. When available, students may choose to change into school provided uniforms. Students may wait in the In School Detention room until they are dressed in compliance. Students who repeatedly fail to dress in accordance with this dress code may be subject to disciplinary actions as set forth in the District policy manual.

No student shall be subject to discipline for failure to comply with this dress code if the reason is economic hardship. Under such circumstances, the school will furnish the student with standard school clothing.

Any buttons, jewelry, or other accessories that contain vulgar, lewd, obscene, or plainly offensive messages or that may lead to substantial interference with school activities, including accessories that advocate the use of alcohol or drugs and accessories that make reference to or identify gangs, are not allowed.

The principal may allow nonuniform days when students may wear clothing other than the standard school clothing. The students and parents will be notified prior to the non-uniform day. School dress must still comply with dress code standards.

STUDENT VIOLENCE/HARASSMENT/INTIMIDATION/BULLYING

The Governing Board believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Board further believes a school environment inclusive of these traits maximized student achievement, fosters student personal growth, and helps students build a sense of community that promotes positive participation as members of society. Bullying, harassment or intimidation as defined by District Policy 5-409 will not be tolerated.

The principal will investigate all reports of bullying. If the principal determines that bullying has occurred, discipline will be administered pursuant to Board Policies.

See Policy 5-409 at the end of this handbook for additional information, including definitions of bullying, harassment, and intimidation.

TECHNOLOGY USE – District Policy Form 3-403.A

Use of Technology Resources in Instruction

Student Acceptable Use Agreement – Electronic Information System

Laveen Elementary School District (LESD) students have the opportunity to use technology that facilitates creative problem solving, information fluency, and collaboration needed in today's

societies. As students are expected to apply these skills and extend their creative abilities, we also want them to be safe, legal, and responsible. This Acceptable Use Agreement (AUA) supports our vision of technology use and upholds in our students a strong sense of digital citizenship.

Technology Usage

LESD students will use technology to help them prepare to work, live, and contribute to our connected world. LESD encourages students to use technology to:

- facilitate creativity and innovation
- support collaboration
- support communication
- understand technology operations and concepts
- publish creative content
- seek knowledge and extend research
- explore data to create new content
- increase technology literacy

Being a 21st Century Learner

Learning skills and 21st century tools are used together to enable students to effectively build content knowledge. Building knowledge will allow our students to function effectively in personal, community and workplace environments. Being a 21st Century Learner will require new skills and a responsibility for students to use information and technology in a safe, legal manner. Being a 21st Century Learner you agree to the following:

- **Respect Yourself.** I will select online names that are appropriate. I will consider the information and content that I post online.
- **Protect Yourself.** I will not publish my personal details, contact details or a schedule of my activities.
- **Respect Others.** I will not use technologies to bully or tease other people. I will not share or use another student's password to log into the network or any software applications.
- **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications.
- **Respect Intellectual Property.** I will suitably cite any and all use of websites, books, media, etc.
- **Protect Intellectual Property.** I will request to use the software and media others produce.
- **Act Responsibly.** I will follow all LESD rules for behavior while using any computer or technology related piece of equipment or software.
- **Protect the equipment.** Food, drink, and physical abuse will cause damage to technology equipment. I am responsible for the technology equipment when in my use. I will be held responsible for any damage to the equipment and understand that payment for damage to district property may occur. Arizona State Statute (A.R.S. §15-727).
- **Report Abuse.** I will report misuse and abuse of school resources to the proper school personnel and will assist in creating a safer network environment for all.
- **Logging on/off.** I am responsible for properly logging on and off the Internet, and other district applications, to insure security of my username and password.

Sharing Policy

The Children's Online Privacy Protection Act (COPPA) is a federal law governing the online collection of personal information from children under 13. The rules spell out what a website operator must include in a privacy policy, when and how to seek verifiable consent from a parent and what responsibilities an operator has to protect children's privacy and safety online. The Laveen Elementary School District utilizes several educational software applications and web-based services that are operated by third parties. In order for students to use these valuable programs and services, certain personal information, generally the students name and username and/or email address, must be provided to the website operator. Under federal law, these websites must provide parental consent before collecting personal information from children under the age of 13. The law permits schools to consent to the collection of personal information on behalf of all of its students, eliminating the need for individual parental consent given directly to the website operator. A list of websites that may be used in District classrooms, with links to their privacy policies and terms of service is available on the Laveen School District website at laveeneld.org. By agreeing to this AUA, you agree to allow the Laveen Elementary School District to release your child's personal information for the purpose of accessing educational media and web-based services utilized by the District.

Collaborating and sharing creative content is an encouraged practice for all LESD students. Students will be participating in project-based learning and may create content such as electronic presentations, blogs, podcasts, videos, wikis, and other social media. The meaningful step in the process is sharing their content with other classes, and the school community and, at times the world. LESD uses district websites, Google Apps, and other moderated sites to share school and student work. These are district moderated sites, where students can collaborate online with teacher supervision.

Electronic Devices

As a LESD student, I may be provided an electronic device to be used only for educational related activities. Its use is conditioned upon the understanding and compliance with all LESD related policies, and all guidelines and procedures within this document.

1. The electronic device and related equipment is the property of Laveen Elementary School District.
2. Electronic devices and associated equipment, assigned to me, cannot be loaned to anyone. Additionally, I may not share my secure password for others use.
3. I will not disassemble any part of the electronic device or attempt to make any repairs or upgrades. This will be handled by the LESD Technology Department.
4. No software is to be installed without the permission of the technology staff.
5. Disabling or finding ways around the LESD content filter is prohibited. I am responsible for sites accessed on the Internet at school and at home. The Acceptable Use Agreement applies at all times during the use of a district-provided electronic device.
6. I will not remove or alter any LESD identification labels attached to or displayed on the electronic device, nor shall I change identification within the electronic device, e.g., the electronic device name.

Actions Required in the Event of Damage or Loss of Electronic Device

1. I must report theft (or suspected theft), loss, and damage to the electronic device, to school administration and/or teacher immediately.
2. If an electronic device is damaged by neglect or abuse, it is the student's financial responsibility to replace the device at LESD's cost.

General Care of Electronic Device

1. I agree to handle the electronic device carefully and protect it from potential sources of damage.
2. I am not allowed to alter the appearance of the electronic device in any way, including skins, stickers, etc.
3. I will not remove any serial numbers or identification placed on the Electronic device (if the LESD ID sticker becomes unreadable or comes off, please notify the site administration).
4. It is my responsibility to keep the electronic device clean. I will only clean the screen with a soft, anti-static cloth or with a screen cleaner designed specifically for LCD type screens only.

Communication with LESD Staff

Communication with staff will occur using district approved forms of communication and pertain to school related topics.

1. School related forms of communication include; district provided email, website, phone or district applications listed on the Laveen Authorized Educational Media document.
2. Students shall not link to an employee's personal social networking site.

Consequences for Violations

I understand and will follow this Acceptable Use Agreement. If I break this agreement, the consequences could include suspension of computer privileges and/or disciplinary action. The administration will follow the student code of conduct and Laveen Elementary School District Board Policy to determine the appropriate action. I also understand that the school network, hardware, and software applications are owned by LESD and are not private. LESD has the right to access my information at any time.

Student's Name (please print) _____

As the parent or guardian of this student, I have read this Acceptable Use Agreement. I understand that technology is provided for educational purposes in keeping with the academic goals of the Laveen Elementary School District, and that student use for any other purpose is inappropriate. I consent to the release of my child's personal information for the purpose of accessing educational software applications and web-based services utilized by the District. I have been informed that I can access a list of applications and websites that may be used in the District classrooms on the Laveen website. I recognize it is impossible for the school to restrict access to all controversial materials, and I will not hold the school responsible for materials acquired on the school network. I understand that children's computer activities at home should be supervised as they can affect the academic environment at school.

I hereby give permission for my child to use technology resources at the Laveen Elementary School District.

Parent or Guardian's Name (please print) _____

*Signatures will be collected on the 2025-2026 Annual Parental Consent Release Form.

PERSONAL CELL PHONES AND MOBILE DEVICES

In accordance with A.R.S. §15-120.05 and District Policy 5-305.A

To keep the focus on academics and to reduce unnecessary distractions, personal devices such as cell phones and smart watches must remain off and completely put away in backpacks while on campus during school hours. Students must have these devices off and in their backpacks before entering the school gates and leave them there until dismissal. Students who do not use a backpack must leave their devices in the front office. Students needing their device for medical reasons must have this documented and on record in the health office. If students need to make an emergency call during the day, they must communicate with their assigned teacher. If a parent/guardian needs to get a message or speak to their student, they must call the front office.

Violations of these guidelines will result in disciplinary action.

SCHOOL TELEPHONE USE BY STUDENTS

In cases of emergencies, a telephone is available for student use in the office before and after school, and during lunch with a pass from a staff member. Students staying beyond the regular school day are to call their parent/guardian from the classroom with the presence of a staff member. Except in cases of emergencies and the assignment of after-school detention, students are not to use school telephones. Please be sure to arrange your child's transportation home prior to the start of the school day.

TEXTBOOKS AND SCHOOL MATERIALS

Each student will be issued all necessary texts and study materials at no charge. Students are responsible for maintaining textbooks in good condition. Students will be charged for the loss or damage to that item, regardless of who actually damaged or lost the item.

VISITORS TO CAMPUS

Parents and community members are always welcome at the Laveen District Schools. To protect the safety of students, all visitors to school campuses must report to the office to identify themselves and indicate the purpose of their presence on campus. All visitors must sign in and out through the school office, even if visiting the campus before classes begin in the mornings. Visitors must provide their driver's license or other form of government-issued identification in exchange for a visitor's badge. The visitor's ID will be returned upon check out.

Any visits to campus exceeding one hour must follow District Policy 3-203 and 3-203.A. To regularly volunteer on campus, a regular schedule must be established with school administration.

Campus Visitation Procedures

- Make an appointment with the teacher to avoid any conflict with the school or class schedule. Appointments should be made at least 24 hours in advance.
- Parents are not allowed on the field during recess.
- Parents may enjoy lunch with their child without an appointment.
- Remember when visiting our schools that we are role models for children. Please take your lead from the professional staff and dress appropriately for the job you are doing. Casual clothing is fine, but we ask your attire to be neat and conservative. Your appearance should attract no undue attention, not have profanity, vulgarity, or any inappropriate words or images. Not adhering to this will result in denial of visiting.
 - Report to the school office upon arrival.
 - Obtain a visitor's badge after providing government issued identification.
 - Visit only the classrooms you specified during your sign-in.
 - Report to the office after your visit to sign-out.

While on campus, appropriate behavior must be maintained at all times.

Loitering in or about a school (A.R.S. § 13-2905) or abuse of a teacher or other school employee while the teacher or employee is engaged in the performance of his/her duties (A.R.S. §15-502) is unlawful.

Public Conduct on School Property

No person shall engage in conduct that may cause interference with or disruption of an educational institution. A person commits interference with or disruption as outlined in District Policy 3-203 and Procedure 3-203.A, included at the end of this handbook.

Behaving in an aggressive manner, being disrespectful, yelling, cursing, using profanities, making threats, whether implicit or implied, acting disrespectfully, and refusing to follow the lawful directions of school officials interferes with and is disruptive to the school and will not be tolerated. This behavior may result in denial of being allowed on District property in the future.

WITHDRAWING STUDENTS

- Please notify the office at least two days in advance of your child's withdrawal (sooner if at all possible).
- Prior to being withdrawn, all books and school materials (including textbooks and library materials) must be turned in and all fines must be paid.
- Parents must sign and pick up a copy of the withdrawal form. This form will be needed to register your child at his/her new school.

ZERO-TOLERANCE: FIREARMS – SALE OF DRUGS

To ensure the safety of all students and employees, the Laveen Elementary School District takes a strong zero-tolerance approach in dealing with firearms and the sale or distribution of drugs on school campuses. Students who possess firearms or are engaged in the sale or distribution of drugs at school will be expelled from the district. A.R.S. §15-841 (G) stipulates that, "A school district or charter school shall expel from school for a period of not less than one year a student

who is determined to have brought a firearm to a school within the jurisdiction of the school district or the charter school...”

Annual Notification to Parents Regarding Confidentiality of Student Education Records

Dear Parent:

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

The Family Education Rights and Privacy Act; Title 20, United States Code, Sections 1232g and 1232h; and the Federal Regulations (34 C.F.R., Part 99) issued pursuant to such act;

Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT ACT);

Every Student Succeeds Act of 2015 (ESSA);

The Individuals with Disabilities in Education Act; 20 U.S.C. Chapter 33; and the Federal Regulations (34 C.F.R. Part 300); and

Arizona Revised Statutes, Title 15, sections 141 and 142.

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

These records are maintained in the office of the District under the supervision of the school administrator and are available only to the teachers and staff members working with the student. Upon request, the District discloses education records, including disciplinary records, without consent to officials of another school district in which a student seeks or intends to enroll. Otherwise, records are not released to most agencies, persons or organizations without prior signed and dated written consent of the parent [34 C.F.R. 99.7]. The signed and dated written consent may be in electronic form under certain conditions [34 C.F.R. 99.30].

Additionally, under federal and state law, the District may disclose directory information to third parties without parental consent, provided that the District first provides notice and an opportunity to opt out. "Directory information" means information contained in the education record of a student that would generally not be considered harmful or an invasion of privacy if disclosed.

The District shall notify parents, legal guardians or eligible students (over 18 or emancipated) of the

following on an annual basis:

1. the information the District has designated as directory information;
2. the right of the parent/legal guardian/eligible student to refuse to permit the designation of information about the student as directory information; and
3. the time period in which the parent/legal guardian/eligible student has to opt out of the disclosure of directory information by notifying the District in writing.

Pursuant to A.R.S. §15-142, the District may disclose a student's address, telephone number or email address only if: 1) disclosure is required by state or federal law; 2) the District has obtained affirmative written consent from the parent/legal guardian/eligible student; or 3) the parent/legal guardian/eligible student has not opted out of the disclosure of directory information and the disclosure is to enrolled students for an educational purpose or to school employees for school business.

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 (2) years after the date your child was last enrolled in this school district.

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

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

You have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task

(such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

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

LAVEEN ELEMENTARY SCHOOL DISTRICT

OPT-OUT FORM

NOTICE TO PARENTS REGARDING DIRECTORY INFORMATION

Under state and federal law, Laveen Elementary School District ("District") may release directory information. Directory information, as designated in Governing Board Policy 5-303, includes, but is not limited to, the student's name, address, date and place of birth, photograph, grade level, participation in extracurricular activities, weight and height if a member of an athletic team, honors, and awards received and names of parents or guardians.

The District primarily releases directory information to institutions of higher learning, such as high schools.

Additionally, through the District partnership with a photography company, student yearbook photos become part of a national database maintained. This information is not shared for commercial purposes. Instead, the Center for Missing and Exploited Children is able to access and release the photos nationwide in the event of a missing child. If you do not want your child's photo to be part of this national database, do not participate in school picture day. The school will maintain a student's photo as part of their permanent record file.

Please initial next to your selection:

_____ I permit the District to release Directory information.

_____ I do not permit the District to release Directory information.

If the school district does not receive this notification from you within two weeks of receipt of this notice, it will be assumed that your permission is given to release your child's directory information. Please be assured that your child's safety and welfare are our primary concern.

Parent/Guardian Name Printed

Parent/Guardian Signature

Student Name Printed

Date

DISTRITO ESCOLAR DE LAVEEN

FORMULARIO DE EXCLUSIÓN VOLUNTARIA

AVISO A

LOS PADRES SOBRE LA INFORMACIÓN DEL DIRECTORIO

Según las leyes estatales y federales, el Distrito Escolar de Laveen ("Distrito") puede divulgar información del directorio. Esta información, según lo estipulado en la Política 5-303 de la Mesa Directiva, incluye, entre otros datos, el nombre, la dirección, la fecha y el lugar de nacimiento, la fotografía, el grado escolar, la participación en actividades extracurriculares, el peso y la estatura del estudiante si forma parte de un equipo deportivo, las distinciones y premios recibidos, y los nombres de los padres o tutores.

El Distrito divulga información de directorio principalmente a instituciones de educación superior, como preparatorias.

Además, gracias a la colaboración del Distrito con una empresa de fotografía, las fotos del anuario estudiantil se incorporan a una base de datos nacional. Esta información no se comparte con fines comerciales. En cambio, el Centro para Niños Desaparecidos y Explotados puede acceder a las fotos y publicarlas en todo el país en caso de desaparición de un niño. Si no desea que la foto de su hijo/a forme parte de esta base de datos nacional, el estudiante no debe participar en el día de la fotografía escolar. La escuela mantendrá la fotografía del estudiante como parte de su expediente permanente.

Por favor, ponga sus iniciales al lado de su selección:

_____ Permiso que el Distrito divulgue información del Directorio.

_____ No permito que el Distrito divulgue información del Directorio.

Si el distrito escolar no recibe esta notificación suya dentro de dos semanas de haber recibido este aviso, se asumirá que usted da permiso para divulgar la información del directorio de su hijo. Tenga la seguridad de que la seguridad y el bienestar de su hijo son nuestra principal preocupación.

Nombre del padre/tutor impreso

Firma del padre/tutor

Nombre del estudiante impreso

Fecha



2025-2026 Annual Parental Consent Release Form

Student's Name (print): _____ Parent's Name (print): _____

School: _____ Teacher: _____ Grade: _____

After reviewing the Student Handbook with your child, please sign and return this form to your child's teacher.

I have received and read the Student Handbook.

Student's Signature: _____ Date: _____

Parent/Guardian's Signature: _____ Date: _____

Please initial each box and sign below.

I have read the following sections from the Student Handbook and agree to the following:

Photo and Video Use

☐

parent initials

I give permission for my child to be photographed and/or videotaped in a school-related setting.

Student Surveys

☐

parent initials

I give permission for my child to participate in school-related student surveys.

Technology Use – District Policy 5-403 – Student Acceptable Use Agreement

☐

parent initials

I have read the Student Acceptable Use Agreement included in the Student Handbook and give permission for my child to use technology resources at the Laveen Elementary School District.

☐

student initials

I have read, understand, and agree to the Student Acceptable Use Agreement included in the Student Handbook.

Student's Signature: _____ Date: _____

Parent/Guardian's Signature: _____ Date: _____

Email: _____ Phone: _____



2025-2026 Forma Anual de Consentimiento Paternal

Nombre de Estudiante (molde): _____ Nombre de Padre/Tutor (molde): _____

Escuela: _____ Maestro/a: _____ Grado: _____

Después de revisar la Guía Estudiantil con su hijo/a, por favor firme y regrese esta forma al maestro/a de su hijo/a.

Yo eh recibido y leído el Guía Estudiantil.

Firma del Estudiante: _____ Fecha: _____

Firma del Padre/Tutor: _____ Fecha: _____

Por favor ponga sus iniciales en cada cuadro y firme abajo.

He leído las siguientes secciones del Guía Estudiantil y estoy de acuerdo con lo siguiente:

Uso de Foto y Video

iniciales de los padres

Yo doy permiso que mi hijo/a sea fotografiado y/o grabado en un marco relacionado a la escuela.

Encuestas de Estudiantes

iniciales de los padres

Yo doy permiso que mi hijo/a participe en encuestas relacionadas con la escuela.

Uso de Tecnología – La póliza del distrito 5-403 – Acuerdo de Uso Aceptable del Estudiante

iniciales de los padres

He leído El Acuerdo de Uso Aceptable del Estudiante en la Guia Estudiantil y doy permiso para que mi hijo/a use los recursos de tecnología en el Distrito Escolar de Laveen.

iniciales de estudiante

He leído, entiendo y estoy de acuerdo con El Acuerdo de Uso Aceptable del Estudiante en la Guia Estudiantil.

Firma del Estudiante: _____ Fecha: _____

Firma del Padre/Tutor: _____ Fecha: _____

Email: _____ Teléfono: _____



Laveen School District

5001 W. Dobbins Road, Laveen, AZ 85339

Phone 602-237-9100 | Fax 602-237-9135 | www.LaveenSchools.org

July 1, 2025

Dear Parent:

This is to advise you that, in accordance with federal and state regulations, the Laveen Elementary School District will destroy all student record data including special education records (except permanent record cards and withdrawal information) four years after a student has withdrawn, transferred or been promoted from the district, or when this information is no longer needed to provide education services to your special education student.

Information contained in these records, however, may be needed for other purposes, such as documentation for eligibility for social security benefits, etc.

Before these records are destroyed, you have the right to review them and obtain copies of any information. This letter is to advise you of the district procedures relative to student records. If you wish copies of records, please contact the school secretary prior to leaving the district. No other notification of destruction of records is provided.

Sincerely,

Mr. Michael Karpinski
Executive Director of Student Services



Laveen School District

5001 W. Dobbin s Road, Laveen. AZ 85339

Phone 602 -237-9100 | Fax 602-237-9135 | www.LaveenSchools.org

1 de Julio, 2025

Estimados Padres:

Esta carta es para notificarle que de acuerdo con las regulaciones federales y estatales, el Distrito Escolar Elemental de Laveen destruirá los archivos de todos los estudiantes incluyendo los de educación especial (excepto las tarjetas de archivos permanentes y la información de dar de baja) después de cuatro años que el estudiante se ha dado de baja, transferido o movido de este distrito, o cuando esta información no se necesite más para proveer los servicios de educación especial a su hijo/a.

La información incluida en estos archivos, de cualquier manera, puede necesitarse para otros propósitos, tales como la documentación para elegibilidad para los beneficios del seguro social, etc.

Antes de que estos archivos sean destruidos, usted tiene el derecho de revisar y obtener copias de cualquiera de esta información. Esta carta es para informarle del procedimiento que el Distrito tomará en relación a los archivos estudiantiles. Si usted desea copias de estos archivos, por favor póngase en contacto con la secretaria antes de dejar este distrito. No se le proveerá con otra notificación de destrucción de archivos.

Sinceramente,

Mr. Michael Karpinski
Director de Servicios al Estudiante

1-200 Equal Opportunity and Non-Discrimination

© 1-201 Equal Educational Opportunity and Non-Discrimination (Students)

The District shall abide by all applicable state and federal laws, rules, regulations, and executive orders with respect to the provision of equal educational opportunities and shall not discriminate against any person based upon that person's race, color, religion, disability, pregnancy and parenting, sex, national origin, veteran's status, genetic code, or political affiliation.

The Superintendent shall implement procedures by which students, parents/legal guardians, and employees may file a formal grievance and shall ensure that students, parents or guardians, and employees have received notice of such grievance procedures. Procedures shall include the following elements:

1. Designation of an employee of the District as Compliance Officer.
2. A timeline for investigations that provides for prompt resolution of complaints.
3. Appropriate due process standards that provide for equitable resolution of complaints.

The Superintendent may develop separate grievance procedures and designate a separate Compliance Officer for grievances covered by this Policy.

The District shall not retaliate against any person who reports discrimination or harassment as set forth in this Policy or participates in an investigation or proceeding regarding the same.

Adopted:

Legal Authority:

[A.R.S. § 15-110](#)

[20 U.S.C. § 1400](#) et seq.

[20 U.S.C. § 1681](#)

[20 U.S.C. § 1703](#)

[29 U.S.C. § 794](#)

[42 U.S.C. § 2000](#)

[42 U.S.C. § 12101](#) et seq.

[34 C.F.R. § 100](#) et seq.

© 2025 The Arizona School Risk Retention Trust

Equal Educational Opportunity and Non-Discrimination (Students)

© 1-201.A Procedure - Equal Educational Opportunity and Non-Discrimination for Students - Grievance Procedure

A. Definitions

"Complainant" means the person filing a grievance.

"Compliance Officer" means the District personnel with responsibility for receiving and investigating grievances alleging discrimination.

"Disability discrimination" means any act of discrimination in violation of Section 504 or the ADA.

"Religious discrimination" means any act of discrimination on the basis of religion in violation of Title IV or [A.R.S. § 15-110](#).

"Protected class" means a group of people legally protected by applicable state or federal discrimination laws.

"Title IV" means Title IV of the Civil Rights Act of 1964.

"Title VI" means Title VI of the Civil Rights Act of 1964.

"Title IX" means Title IX of the Education Amendments of 1972.

"Section 504" means Section 504 of the Rehabilitation Act of 1973.

The "ADA" means the Americans with Disabilities Act of 1990.

B. Application

These Procedures apply to grievances alleging discrimination based on race, color, religion, disability, national origin, veteran's status, genetic code, or political affiliation. Grievances alleging discrimination based on sex or pregnancy and parenting should be filed using the District's Title IX Procedure.

Examples of discrimination include but are not limited to harassment based on a person's membership in a protected class, limiting or denying a person opportunities, privileges, or advantages based on membership in a protected class and otherwise treating any person differently based on that person's membership in a protected class.

Disability discrimination may also include denying a student with a disability a free appropriate public education and failing to make modifications of policies, practices, or

procedures when such modification is necessary to accommodate individuals with disabilities.

Religious discrimination may also include penalizing a student for coursework based on religious content or religious viewpoint, denying a student the right to engage in religious activities or expression to the same extent students may engage in nonreligious activities or expression, denying a student the right to wear religious clothing or symbols.

The District prohibits retaliation against anyone who files a grievance or cooperates in the investigation of a grievance.

C. Compliance Officer

The District's Compliance Officer(s) are as follows:

Section 504/ADA Compliance Officer: Michael Karpinski;
mkarpinski@laveeneld.org

Title IV/VI Compliance Officer: Tim Thomas, Assistant Superintendent for Human Resources; Tthomas2@laveeneld.org

References herein to the "Compliance Officer" shall refer to appropriate Compliance Officer based on such Compliance Officer's responsibilities.

D. Grievance Process

Submittal of Grievance

Students may present a complaint or grievance regarding an alleged violation of their constitutional rights, equal access to programs, discrimination, or personal safety provided that:

- The grievance is not already under review as part of a student discipline matter or other proceedings under District policy, and
- The process will not apply to a grievance over which the District or Governing Board has no authority because the method of review is set forth in state or federal law.

A student may submit a grievance to allege the following:

- Student's constitutional rights have been violated.
- Student has been denied equal opportunity to participate in a District program or activity for which the student otherwise qualifies.

- Student has been treated discriminatorily on the basis of race, color, religion, sex, national origin, disability, veteran's status, genetic code, or political affiliation.
- Student is concerned for the student's personal safety.

Grievances should be submitted to the Compliance Officer within thirty (30) days of the date the complainant becomes aware of the alleged discriminatory action.

A grievance should be in writing, containing the name and address of the person filing it. The grievance must state the problem or action alleged to be discriminatory and the remedy or relief sought.

If the complainant is unable to put the grievance in writing, the District shall provide reasonable accommodations to assist the complainant with submission of a grievance. Although the District encourages individuals to submit grievances in writing, the District will nonetheless provide prompt and equitable response when it becomes aware of possible discrimination.

The Compliance Officer will confirm receipt of the grievance within five (5) working days following receipt of the grievance.

Investigation

The Compliance Officer (or designee) shall conduct an investigation of the grievance. This investigation may be informal, but it must be thorough, affording the student(s) and parent(s)/ legal guardian(s) an opportunity to submit evidence relevant to the grievance, including the opportunity to present witnesses.

The Superintendent will designate an alternative investigator if the Compliance Officer has a conflict of interest with the investigation. If the Superintendent is the one alleged to have unlawfully discriminated, the grievance shall be filed with the President of the Board, who will then designate a Compliance Officer to conduct the investigation.

Based on the recommendation of the Compliance Officer, the District may take temporary action to ensure that students have equal educational opportunities during the investigation.

Decision

The Compliance Officer will complete the investigation and issue a written decision on the grievance no later than thirty (30) days after its filing unless extenuating circumstances require an extension of the thirty (30) day timeline. In such a case, the Compliance Officer (or designee) will communicate with the complainant concerning the need for an extension.

Appeal

The complainant may appeal the decision of the Compliance Officer by writing to the Superintendent, within fifteen (15) days of receiving the Compliance Officer's decision. The Superintendent or designee, shall issue a written decision in response to the appeal within thirty (30) days of receipt of the appeal.

Remedial or Other Action

If it is determined that discrimination occurred, the District shall take the appropriate steps to prevent the recurrence of discrimination and correct the discriminatory effects on the complainant and others. If disciplinary action is appropriate, teachers, administrators, other personnel, and students will be afforded all respective rights afforded by the law and District policy, and disciplinary action will follow all applicable policies and procedures.

General

1. The complainant will not be required to directly interview or confront the person alleged to have engaged in discriminatory behavior.
2. The complainant may withdraw the grievance at any time. However, the Compliance Officer may choose to continue to investigate the alleged discrimination if there are facts supporting the allegations.
3. The District shall maintain confidentiality as required by the Family Educational Rights and Privacy Act (FERPA).
4. The availability and use of this complaint procedure does not prevent a person from filing a grievance of discrimination with the U.S. Department of Education, Office for Civil Rights or any other court or agency with jurisdiction over the matter.
5. The District will make appropriate arrangements to ensure that students and parents/ legal guardians with disabilities are provided accommodations, if needed, to participate in the grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing digital material for the blind, providing a scribe for submission of the grievance, or assuring a barrier-free location for the proceedings. The Compliance Officer will be responsible for making such arrangements.
6. The District will make appropriate arrangements to ensure that persons who are not English proficient are provided with language assistance as needed to participate in the grievance process. The Compliance Officer will be responsible for making such arrangements.
7. The Compliance Officer will maintain the files and records relating to such grievances.

3-200 Facilities

© 3-203 Visitors

The Superintendent may establish controls and procedures to monitor who is visiting District property, including use of sign in procedures, name tags, and other control mechanisms. The Superintendent may limit both the number of visitors and the times at which visitors are permitted at District facilities.

Classroom Visits by Parents/Legal Guardians

Parents/legal guardians of students who are enrolled in the District or who wish to enroll their student in a District school or program may schedule a visit, tour and/or observation of the classroom and of the school. Parents may schedule a tour by contacting the building principal of the school that they would like to visit. The District administration shall permit a visit, tour and/or observation unless doing so threatens the health and safety of students or District staff.

The building principal may schedule the time and duration of a visit, tour and/or observation so as to minimize disruption on instruction.

Public Conduct on School Property

The following constitutes interference with or disruption of an educational institution under Arizona's criminal code and under this Policy:

1. Threatening to cause physical injury to any staff or student of the District or any person on the property of the District.
2. Threatening to cause damage to any District property or the property of any employee or student at the District. The threat does not need to be directed at any specific property of the District to be a violation.
3. Intentionally or knowingly refusing to leave the property after being ordered to do so by the Superintendent, building administrator or District employee designated by the Superintendent or building administrator to maintain order.

Interference with or disruption of an educational institution is a criminal act under Arizona law.

Visitors on District property must adhere to all legal requirements and use obligations established by the District, including but not limited to prohibitions against bringing alcohol, weapons or drugs onto District property, or use of tobacco or tobacco products, including e-cigarettes, on District property.

Adopted: July 1, 2025

Legal Authority:

[A.R.S. § 13-2911](#)

[A.R.S. § 15-341](#)

© 2025 The Arizona School Risk Retention Trust

Visitors

© 3-203.A Procedure - Visitors - Prohibition Regarding Disruption

A. Definitions

"Interference with or disruption of an educational institution" includes any act that might reasonably lead to the evacuation or closure of any property of the District or the postponement, cancellation, or suspension of any class or other school activity. An actual evacuation, closure, postponement, cancellation, or suspension is not required for the act to be considered an interference or disruption.

"Property of the District" means all land, buildings, vehicles, and other facilities that are owned, operated or controlled by the District and that are devoted to educational purposes.

B. Interference Prohibited

No person on District property may interfere with or disrupt the District's educational mission.

The following actions constitute interference with or disruption of an educational institution under Arizona's criminal code and under this procedure:

1. Threatening to cause physical injury to any employee or student of the District or any person on the property of the District.
2. Threatening to cause damage to any district property or the property of any employee or student at the District. The threat does not need to be directed at any specific property of the District to be a violation.
3. Intentionally or knowingly refusing to leave the property after being ordered to do so by the Superintendent, school principal, or District employee designated by the Superintendent or school principal to maintain order.

In addition to the above, a person may also interfere with or disrupt the maintenance of public order in the District by doing any of the following:

1. Physical or verbal abuse of any person on school property.
2. Use of tobacco, tobacco products including e-cigarettes, alcohol, marijuana, or illegal drugs or controlled substances not authorized for use on the premises.
3. Use of profanity or offensive or inappropriate speech given the forum or school's educational environment.
4. Visiting a classroom or other school activity without approval of the principal or principal's representative.
5. Conduct that interferes with or disrupts educational or extracurricular activities.
6. Failure to comply with lawful directions of school officials exercising control over the educational environment.

7. Possession of a deadly weapon, deadly instrument, or explosive unless the individual is a peace officer or otherwise has lawful possession.
8. Any infraction of state or municipal law or District policy.

Pursuant to [A.R.S. § 13-2907](#), all persons are prohibited from initiating a false report of a serious offense involving an educational institution knowing that the report is false and intending that it cause an emergency response.

© 2025 The Arizona School Risk Retention Trust

© 5-305.A Procedure—Student Code of Conduct—Restrictions on Use of Wireless Communication Devices

Students are required to adhere to District restrictions regarding the use of all wireless communication devices, including their personal cellular telephones, as outlined in this Procedure and in the District’s technology use agreement.

A. Definitions

“School day” means periods of time when students are at school, including meals, passing periods and recess.

“Social media platform” means a website, computer application or other digital platform that is used for social networking and creating or exchanging virtual content.

“Wireless communication device” includes personal devices and devices that are provided by the school.

B. Permitted Uses

Students shall be permitted to use wireless communication devices:

1. for educational purposes, as determined by the student’s teacher or individualized education program (IEP) team;
2. during an emergency; and
3. if the student needs the student’s wireless communication device to address their own medical condition.

All access to the internet using the District’s network must be in accordance with the District’s technology use agreement.

Students may use their wireless communication devices before and after school hours for personal use, including on school transportation. Students are required to use their wireless communication devices in conformity with the student code of conduct. Students may not use a device to disrupt the educational environment.

C. Contact with Parent/Legal Guardian

Students may contact their parent/legal guardian during the school day with express permission from a teacher or staff member. Parents/legal guardians who seek to communicate with their student on the student’s wireless communication device during the school day may contact the school’s front office.

D. Away for the Day: Personal Cell Phones and Mobile Devices

To maintain focus on academics and minimize unnecessary distractions, personal devices such as cell phones and smartwatches must be turned off and stored in backpacks while on campus. Students must have these devices off and in their backpacks before entering the school gates and leave them there until the end of the day. Students who do not use a backpack must leave their devices in the front office. Students needing their device for medical reasons must have this documented and on

record in the health office. If students need to make an emergency call during the day, they must communicate with their assigned teacher. If a parent/guardian needs to get a message or speak to their student, they must call the front office.

E. Procedures for Permitted Use Exceptions

1. Emergency use: In case of emergency, students should ask for permission from a teacher or staff member to use their wireless communication devices.
2. Medical need or disability: The District may alter restrictions regarding the use of wireless communication devices to accommodate a student's medical needs or disability. The student is required to obtain advanced approval prior to use outside of the restrictions established. Typically, the accommodations and permitted uses will be determined by a team convened pursuant to Section 504 of the Rehabilitation Act or the Individuals with Disabilities in Education Act.
3. Other: The District may grant other exceptions in the District administration's sole discretion as is in the best interests of the student.

F. Consequence for Non Compliance

Students who fail to follow the restrictions established by the District regarding the use of wireless communication devices may be subject to discipline under the District's student code of conduct. The District administration may also confiscate the wireless communication devices and require parent/legal guardian pick up of the device.

The District is not responsible for the loss, damage and/or theft of a student's personal wireless communication device.

5-400 Student Health, Safety and Welfare

© 5-408 Hazing Prevention

Hazing is prohibited. Solicitation to engage in hazing is prohibited. Aiding and abetting another person who is engaged in hazing is prohibited.

A person commits hazing by:

Intentionally, knowingly, or recklessly, for the purpose of pre-initiation activities, pledging, initiating, holding office, admitting, or affiliating a student into or with an organization or for the purpose of continuing, reinstating, or enhancing a student's membership or status in an organization, causing, coercing, or forcing a student to engage in or endure any of the following:

1. sexual humiliation or brutality, including forced nudity or an act of sexual penetration, or both;
2. conduct or conditions, including physical or psychological tactics, that are reasonably calculated to cause severe mental distress to the student, including activities that are reasonably calculated to cause the student to harm themselves or others;
3. the consumption of any food, nonalcoholic liquid, alcoholic liquid, drug, or other substance that poses a substantial risk of death, physical injury, or emotional harm;
4. an act of restraint or confinement in a small space or significant sleepdeprivation;
5. conduct or conditions that violate a federal or state criminal law and that pose a substantial risk of death or physical injury; or
6. physical brutality or any other conduct or conditions that pose a substantial risk of death or physical injury, including whipping, beating, paddling, branding, electric shocking, placing harmful substances on the body, excessive exercise or calisthenics, or unhealthy exposure to the elements.

Arizona law specifically prohibits the following:

- a. with the intent to promote or aid the commission of hazing, agreeing with one or more persons that at least one of them or another person will engage in hazing and one of the parties commits an overt act in furtherance of hazing;
- b. intentionally or knowingly engaging in conduct that would constitute hazing if the attendant circumstances were as the person believes them to be;
- c. intentionally or knowingly doing anything that, under the circumstances as the person believes them to be, is any step in a course of conduct planned to culminate in committing hazing; and

- d. intentionally or knowingly engaging in conduct that is intended to aid another to commit hazing, although the hazing is not committed or attempted by the other person.

This Policy shall not be construed to apply to customary athletic events, contests, or competitions that are sponsored by the school or to any activity or conduct that furthers the goals of a legitimate educational curriculum, legitimate extracurricular program, or legitimate military training program.

Victim consent to or acquiescence in hazing is not a defense to a violation of this Policy.

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

Complaints of hazing and violations of this Policy shall be reported to the principal or assistant principal of the school that sponsors the organization or where any student allegedly involved is enrolled. The principal, assistant principal, or designee shall promptly investigate all complaints of hazing and violations of this Policy. Violations of this Policy shall be reported to the appropriate law enforcement agency whenever a crime is reasonably suspected to have occurred.

Students who violate this Policy are subject to disciplinary action, including suspension and expulsion. Any teacher or staff member who knowingly allows, authorizes, or condones a violation of this Policy is subject to disciplinary action, including suspension without pay and termination of employment. Any organization that knowingly allows, authorizes, or condones a violation of this Policy may have its permission to conduct operations at the school suspended or revoked. All persons and organizations alleged to have violated this Policy are entitled to appropriate due process, including the right to appeal the discipline or sanction to the next administrative level.

This Policy shall be posted in each school building and printed in every student handbook for distribution to parents/legal guardians and students.

Adopted:

Legal Authority:

[A.R.S. § 13-1215](#)

[A.R.S. § 13-1216](#)

[A.R.S. § 15-2301](#)

© 2025 The Arizona School Risk Retention Trust

5-400 Student Health, Safety and Welfare

© 5-409 Prohibition on Harassment, Intimidation, and Bullying

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

Harassment means any unwelcome conduct by one student toward another student on the basis of race, color, national origin, religion, sex, or disability and that is sufficiently severe, pervasive, and objectively offensive so as to effectively deny a person equal access to the District's education program or activity.

Intimidation means any behavior by one student toward another student intended to induce fear of physical or emotional harm.

Bullying means any aggressive behavior by one student toward another student that involves an observed or perceived power imbalance and is repeated multiple times. Bullying may inflict physical, psychological, social, or educational harm or distress on a targeted student. It is not bullying when:

- Students of similar age, strength, and size quarrel or fight with each other.
- A student provokes another into a verbal or physical confrontation.
- A student acts aggressively toward another student in the absence of an imbalance of power.

At the beginning of each school year, school officials are to provide all students with a written copy of the rights, protections, and support services available to victims of harassment, intimidation, or bullying.

All schools shall make a written form available for the reporting of incidents of harassment, intimidation, or bullying. Students and parents/legal guardians may make a confidential report to the appropriate school official. District employees are to report suspected incidents of harassment, intimidation, or bullying to the appropriate school official in writing. District employees who fail to do so are subject to disciplinary action, including suspension without pay and termination of employment.

All reported incidents of harassment, intimidation, or bullying are to be documented and the documentation maintained for at least six years. The documentation shall not be used to impose disciplinary action unless an appropriate school official determines that the alleged harassment, intimidation, or bullying occurred. The documentation shall be maintained confidential to the extent possible, and if provided to persons other than school officials or law enforcement, all individually identifiable information shall be redacted.

If an incident of harassment, intimidation, or bullying is reported, school officials will provide an alleged victim with a written copy of the rights, protections, and support services available.

An appropriate school official shall investigate reported and suspected incidents of harassment, intimidation, or bullying and shall notify the alleged victim and alleged victim's parents/guardians of the investigation.

Students who have admitted to or been found to have engaged in harassment, intimidation, or bullying are subject to disciplinary action, including suspension and expulsion. Any student determined to have submitted a false report of harassment, intimidation, or bullying is also subject to disciplinary action, including suspension and expulsion.

Any student physically harmed as the result of harassment, intimidation, or bullying may be referred for emergency medical services, if appropriate. Violations of this Policy shall be reported to the appropriate law enforcement agency whenever a crime is reasonably suspected to have occurred.

Adopted:

Legal Authority:

[A.R.S. § 15-341](#)

© 2025 The Arizona School Risk Retention Trust



Title I Compact District-School-Student-Parent

Title I is a federally funded program providing supplementary assistance and instructional materials to improve academic achievement. An additional goal is to increase parental involvement by providing parents with strategies to help their child succeed in school and life. The following agreements contain expectations of the District, school, student, and parent that will ensure your child's success.

District Agreement

We believe all students can achieve high academic standards. Therefore, we will do the following:

- Assist participating schools with parent/guardian involvement activities
- Build the capacity for strong parental involvement
- Coordinate Title I parental/guardian involvement with other programs
- Conduct an annual evaluation of the parent/guardian involvement policy
- Involve parents/guardians in the activities of the schools

School Agreement

It is important that students achieve academically. Therefore, we shall strive to do the following:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment
- Provide a description and explanation of the curriculum, academic assessments, and the proficiency levels students are expected to meet
- Involve parents/guardians in the planning, review, and improvement of programs under Title I
- Communicate with student's parents/guardians on an ongoing basis (i.e., mid-term reports, phone calls, report cards)

Student Agreement

It is important that I work to the best of my ability. Therefore, I shall strive to do the following:

- Come to school regularly, on time, and prepared to learn
- Do my best in my work and behavior
- Show respect for myself, others, and their possessions

Parent/Guardian Agreement

I want my child to achieve. Therefore, I will encourage him/her by doing the following:

- Monitor my child's attendance, homework, and television/video game viewing
- Volunteer and participate in decisions relating to my child's education and extracurricular activities
- Communicate with my child's teacher(s) on an ongoing basis

LAVEEN ELEMENTARY SCHOOL DISTRICT

Revised 2025-2026 Calendar



July 2025						
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		

August 2025						
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						

September 2025						
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				

October 2025						
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	

November 2025						
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						

December 2025						
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			

January 2026						
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

February 2026						
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		24	25	26	27	28

March 2026						
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 2026						
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		

May 2026						
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						

June 2026						
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				

Jul 4	Independence Day
Jul 21-25	New Teacher Inservice
Jul 28	All Teachers Report to Work
Aug 4	First Day of Classes
Sep 1	Labor Day - NO SCHOOL
Sep 10	Q1 Mid-Term Progress Reports
Oct 2-3	Parent/Teacher Conferences - HALF DAY RELEASE
Oct 3	End of First Quarter Q1=44 days
Oct 6-10	Fall Break - NO SCHOOL
Oct 13	Classes Resume
Nov 11	Veterans Day - NO SCHOOL
Nov 12	Q2 Mid-Term Progress Reports
Nov 26-28	Thanksgiving Break - NO SCHOOL
Dec 18	End of Second Quarter Q2=45 days
Dec 19- Jan 2	Winter Break - NO SCHOOL

Jan 5	Classes Resume
Jan 15-16	Parent/Teacher Conferences - HALF DAY RELEASE
Jan 19	MLK/Civil Rights Day - NO SCHOOL
Feb 4	Q3 Mid-Term Progress Reports
Feb 16	Presidents Day - NO SCHOOL
Mar 6	End of Third Quarter Q3=43 days
Mar 9-13	Spring Break - NO SCHOOL
Mar 16	Classes Resume
Mar 18	Report Cards Sent Home for Third Quarter
Apr 15	Q4 Mid-Term Progress Reports
May 20	Last Day for Students - HALF DAY RELEASE
May 20	End of Fourth Quarter Q4=48
May 20	Report Cards Sent Home for Fourth Quarter
May 21	Last Day for Teachers
May 25	Memorial Day

	Holidays and Full Release Days
	Early-Release PLC Wednesday

	Half Day Release
	First and Last Day of School