

M.C. Cash

A+ School of Excellence



2022 – 2023

Student Handbook

(Version en Español disponible)



Laveen

Elementary School District

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** ~

Cheatham Elementary School

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

M. C. Cash Elementary School

3851 W. Roeser Road
Phoenix, Arizona 85041
Office: 602-237-9120 / Fax: 602-237-9133
Ms. Nicole Goodwin, 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

Paseo Pointe School

8800 S. 55th Avenue
Laveen, Arizona 85339
Office: 602-304-2040 / Fax: 602-304-2045
Mr. Jonathan Rohloff, Principal

Estrella Foothills Global Academy

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

Rogers Ranch School

6735 S. 47th Avenue
Laveen, Arizona 85339
Office: 602-304-2030 / Fax: 602-304-2035
Ms. Megan Hamburg, Principal

Laveen Elementary School

4141 W. McNeil Road
Laveen, Arizona 85339
Office: 602-237-9110 / Fax: 602-237-9134
Dr. Robert Caplinger, Principal

Trailside Point Performing Arts Academy

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

Laveen Online Academy

5400 W. Carver Rd.
Laveen, Arizona 85339
Office: 602-304-2050 / Fax: 602-304-2055
Ms. Sarah Zembruski, 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 MC Cash, an A+ School of Excellence

Home of the Roadrunners

August 8, 2022

Dear Parents,

It is my pleasure to welcome everyone back for another great year at M.C. Cash, an A++ School of Excellence™. It is our goal to ensure that every child feels welcomed, connected, and a part of the Cash family. This will be a wonderful year filled with meaningful, engaging, and rigorous work in the classrooms and multiple opportunities for students to engage in extracurricular clubs and activities, and athletic teams and events.

This year we will continue to build, on the academic and behavioral foundations we have created. Our mission is to ensure that M.C. Cash is a learning community where all students achieve high levels of academic, social, and emotional success. We will continue to use up to date and standards aligned core curriculums. We have enhanced our Science curriculum to include hands-on, real-world learning experiences and will be rolling out our new Social Studies curriculum as well.

As a Kids at Hope school, we believe in our students and know that they are all capable of success. We have worked diligently to ensure that we are providing our students with a staff of highly qualified educators and support personnel who are 100% committed to our mission. We pledge to provide a quality and rigorous learning environment for all our students.

As always, we highly value home/school partnership. It is vital and plays an integral role in each student's success. By working together, we will create a positive atmosphere for our students to learn and grow. Please do not hesitate to contact us at any time.

On behalf of the MC Cash staff, thank you for entrusting your child to us. It's going to be a fantastic school year.

Warm regards,

Nicole Goodwin

Nicole Goodwin
Principal

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**Welcome to M.C. Cash School
A+ School of Excellence™
3851 W. Roeser Rd.
Phoenix, AZ 85041
602-237-9120 (office)
602-237-9120 Ext. 3203 (attendance)
602-237-9133 (fax)**

School Hours

7:30 a.m. to 2:30 p.m.

Early Release Hours

7:30 a.m. to 11:30 a.m.

Office Hours

7:00 a.m. to 3:00 p.m.

M.C. Cash Mission Statement

The mission of M.C. Cash is to be a learning community where all students achieve high levels of academic, social, and emotional success .

M.C. Cash Vision

Educate, Engage, and Enrich, Every Student, Every Day.

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**M.C. Cash,
an A+ School of Excellence™
is a
KIDS AT HOPE SCHOOL**



We Believe:

- **Children can succeed when they are surrounded by adults who believe they can succeed NO EXCEPTIONS.**
- **Children succeed when they have meaningful and sustainable relationships with caring adults.**
- **Children succeed when they can articulate their future in four domains: Home and Family; Education and Career; Community and Service; and Hobbies and Recreation.**

Kids at Hope Pledge

I am a Kid at Hope.

I am talented, smart & capable of success.

**I have dreams for the future and I will climb to reach those goals
& dreams everyday.**

All Children are Capable of Success, No Exceptions!

Treasure Hunter's Pledge

As an adult and a Treasure Hunter

**I am committed to search for all the talents, skills and
intelligence**

that exist in all children and youth.

**I believe all children are capable of success,
No Exceptions!**

MC Cash Teacher Directory

Kindergarten

Ms. Pilar Ms. Iniquez Mr. Price Ms. Torres

1st Grade

Ms. Thompson Ms. Chilton Ms. Villegas Ms. Sanchez

2nd Grade

Ms. Looney Ms. Homer Ms. Karampinaki

3rd Grade

Ms. Talker Ms. Ramos Ms. Livingston Ms. Morgan

4th Grade

Ms. Puglia Ms. Ovalle Mr. Quijada

5th Grade

Ms. Cunnington Ms. Stone Ms. Naranjo Ms. Morales

6th and 7th Grade

Ms. Harris Mr. Wescott Ms. Chaulty
Ms. Alcocer Ms. Ackard Mr. Schut

8th Grade

Mr. Artenian Mr. Kelvie Ms. Roche Ms. Mitchell

Student Services

Ms. DiDonna Ms. Stanley Ms. Rapp Ms. Franklin

Special Areas

Mr. Cox Mr. Lee Mr. Epacs Mr. Patrick
Ms. Kuster Mr. Sandoval

Intervention Services

Mr. Brisson Mr. Shepard

MC Cash Important Dates to Remember

Start and End Dates			
1st Day of School	August 8, 2022	Last Day of School	May 24, 2023

No School	
September 8, 2022	December 23, 2021-January 6, 2023
October 10-14, 2022	January 16, 2023
November 11, 2022	February 20, 2023
November 23-25, 2022	March 13-17, 2023

Early Release at 11:30am		
August 24, 2022	November 30, 2022	February 22, 2023
September 14, 2022	December 14, 2022	March 8, 2023
September 28, 2022	January 11, 2023	March 29, 2023
October 6 and October 7, 2022	January 19 and January 20, 2023	April 12, 2023
October 19, 2022	January 25, 2023	May 10, 2023
November 9, 2022	February 8, 2023	May 24, 2023

LAVEEN ELEMENTARY SCHOOL DISTRICT

Approved 2022-2023 Calendar



July 2022						
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 2022						
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28	29	30	31			

September 2022						
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October 2022						
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30	31					

November 2022						
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27	28	29	30			

December 2022						
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January 2023						
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29	30	31				

February 2023						
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March 2023						
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April 2023						
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23	24	25	26	27	28	29
30						

May 2023						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2023						
S	M	T	W	Th	F	Sa
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18	19	20	21	22	23	24
25	26	27	28	29	30	

Jul 4	Independence Day	Jan 11	Staff Development - HALF DAY RELEASE
Jul 25-29	New Teacher Inservice	Jan 19-20	Parent/Teacher Conferences - HALF DAY RELEASE
Aug 1	All Teachers Report to Work	Jan 16	MLK/Civil Rights Day - NO SCHOOL
Aug 8	First Day of Classes	Jan 25	Staff Development - HALF DAY RELEASE
Aug 24	Staff Development - HALF DAY RELEASE	Feb 8	Q3 Mid-Term Progress Reports
Sep 5	Labor Day - NO SCHOOL	Feb 8	Staff Development - HALF DAY RELEASE
Sep 14	Q1 Mid-Term Progress Reports	Feb 20	Presidents Day - NO SCHOOL
Sep 14	Staff Development - HALF DAY RELEASE	Feb 22	Staff Development - HALF DAY RELEASE
Sep 28	Staff Development - HALF DAY RELEASE	Mar 8	Staff Development - HALF DAY RELEASE
Oct 6-7	Parent/Teacher Conferences - HALF DAY RELEASE	Mar 10	End of Third Quarter Q3=43 days
Oct 7	End of First Quarter Q1=44 days	Mar 13-17	Spring Break - NO SCHOOL
Oct 10-14	Fall Break - NO SCHOOL	Mar 20	Classes Resume
Oct 17	Classes Resume	Mar 22	Report Cards Sent Home for Third Quarter
Oct 19	Staff Development - HALF DAY RELEASE	Mar 29	Staff Development - HALF DAY RELEASE
Nov 9	Staff Development - HALF DAY RELEASE	Apr 19	Q4 Mid-Term Progress Reports
Nov 11	Veterans Day - NO SCHOOL	Apr 12	Staff Development - HALF DAY RELEASE
Nov 16	Q2 Mid-Term Progress Reports	May 10	Staff Development - HALF DAY RELEASE
Nov 23-25	Thanksgiving Break - NO SCHOOL	May 24	Last Day for Students - HALF DAY RELEASE
Nov 30	Staff Development - HALF DAY RELEASE	May 24	End of Fourth Quarter Q4=48
Dec 14	Staff Development - HALF DAY RELEASE	May 24	Report Cards Sent Home for Fourth Quarter
Dec 22	End of Second Quarter Q2=45 days	May 25	Last Day for Teachers
Dec 23- Jan 6	Winter Break - NO SCHOOL	May 29	Memorial Day
Jan 9	Classes Resume		

Holidays and Full Release Days
 First and Last Day of School

Half Day Release

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)

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 will 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. Two-wheel scooters are permitted but must be locked at the bike rack and not are permitted to be carried into buildings or stored in classrooms. Skateboards, roller-skates, Heelys, and roller blades 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. 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 in the afternoon. Student ID is required to board a bus for field trips or extracurricular activities.

Surveillance cameras may be utilized on the 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 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, 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 and lunch program. The meals we provide are nutritionally balanced, appetizing, visually appealing, and offer a variety of choices. Breakfast is served for free to all enrolled students daily, beginning 30 minutes before the start of school. The breakfast and lunch 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 that meals served under the School Meal Programs are 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 Program are intended to feed children. 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.

Student IDs in the Cafeteria

All students will be issued a school ID badge, badge holder, and lanyard at the beginning of the school year. Students need this ID to obtain breakfast and lunch in the cafeteria. If a student does not have his/her ID, a pass will be given to obtain breakfast and lunch; however, repeated need for a pass may result in disciplinary action. Replacement IDs, badge holders, and lanyards are available in the front office for a nominal fee. Lanyards may also be purchased in the school store with school bucks.

QUESTIONS AND ANSWERS ABOUT OUR MEAL PROGRAM

How can I pay for my child's lunch?

While students can pay for their meals in line, parents may also deposit money in their child's lunch account to pay for lunches by the week. Lunch account money should be taken to the cafeteria before school starts (during breakfast) to ensure

accounts are properly credited before lunch. Checks should be made out to the school cafeteria lunch fund; receipts are available upon request. Online meal prepayments are also available 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?

Sign up for low balance alerts at www.EZSchoolPay.com or contact the Cafeteria Manager at your child's school to request a copy of your child's meal history and account balance. Additionally, when your child's account balance drops to the equivalent of two lunches remaining, the cafeteria manager will provide a verbal reminder to the student. We allow students who forget to bring lunch money two charges; thereafter students will be provided a meal that consists of a cheese sandwich, fruits and vegetables, and white milk. This meal still meets all USDA meal requirements. Students will never be denied nourishment due to lack of lunch money. Cafeteria Managers will send letters home to parents when accounts become negative.

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

Please remember a new meal application must be submitted every school year. For faster processing, submit one online application per household at www.EZMealApp.com. You can also obtain a Free and Reduced-Price Lunch Application from your school's office, cafeteria, or print one from our website. Please submit paper applications directly to the cafeteria manager to be processed. Households are responsible for all meal charges accrued until notified by letter of approval for free or reduced-priced meals. Completed applications bring additional funds to the District in the form of grant money. Dollars that come from the state and federal government for prevention programs, parent training, extra help for students with reading, math, and other assistance is often based on the number of students qualified for free or reduced-price lunch. It is important that all parents who qualify (according to the Income Chart shown on the application form), whether or not they choose to participate in the lunch program, apply for meals. The higher our count for free or reduced-price lunch, the more dollars generated for student and parent programs within our District. All information provided is kept confidential.

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 breakfast and lunch choices. Contact the school nurse 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 laveen.nutrislice.com for more information on our menu. 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.

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 and to visit our unlimited fruit and vegetable bar offered daily at lunch.

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. Online menus are also available at laveen.nutrislice.com. This interactive website allows you to view images and descriptions of our menu items, review nutrition information, filter menu items by allergens, view carbohydrate counts and provide feedback. You can also download the mobile app on your Android or iPhone.

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.laveeneld.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.

Kindergarten	11:15-11:30
1 st Grade	10:45-11:00
2 nd Grade	11:35-11:50
3 rd Grade	9:55-10:10
4 th Grade	10:15-10:30
5 th Grade	11:00-11:15
6 th Grade	10:30-10:45
7 th Grade	11:55-12:10
8 th Grade	12:25-12:40

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 ten 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 School 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.

Per Policy JFB, 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 is a dual language immersion (DLI) school. Incoming kindergarten, first, second, and third grade students must qualify for and 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 twice 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 a democratic and cooperative management for these activities.

The student must attend school 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 after school 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 immediate removal of the student from the team/club for the remainder of the season (sports) or grading period (club).

Club sizes are limited. Students not enrolled in the afterschool club may not remain with siblings during the club. Administration has the discretion to make adjustments to the policy depending on individual situations.

Criteria For Student Participation In After School 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 D 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 which 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 EXHIBIT JICFA-EB in the back 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.

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/>

Home/School Communication

M.C. Cash values the communication between home and school. There are several ways to keep up to date with you child's progress, school announcements, and important dates and upcoming events.

The school regularly sends out school messenger notices that can be accessed on your phone or email. Please keep your most current contact information on file with the school office. School newsletters and other information can be found at the M.C. Cash website located at <https://mccash.laveenschools.org/>. You can also access our school Facebook page at <https://www.facebook.com/MCCashSchool>.

KIDS CLUB – Before/After School Care and Tuition Preschool

The Kids Club Program offers carefully planned, well-supervised activities for children in grades kindergarten through sixth. 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 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.

LAVEEN ONLINE ACADEMY

The Laveen Online Academy is a full online school, serving students in grades 4-8. For those students accepted, the Laveen Online Academy will be their new home school for the entire school year.

The Laveen Online Academy will be using both synchronous and asynchronous learning, which will include daily live teacher-led instruction, self-guided learning, and applications such as labs, group projects, and book studies.

This online school is best suited for the student who is self-motivated, demonstrates academic mastery of grade-level content and thrives emotionally in a virtual environment. Online students should have adult supervision during the school day, a designated learning space to engage in live lessons and complete assignments, and access to reliable internet service.

While housed at Estrella Foothills Global Academy (EFGA), the Laveen Online Academy is its own school. Estrella Foothills only provides the space for on-site testing and opportunities for extracurricular activities. EFGA's personnel provide administrative support and oversight while district-level teams develop content and offer technical support.

For more information about the Laveen Online Academy, visit our webpage at:

<https://www.laveenschools.org/our-schools/laveen-online-academy/>

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.

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 three days make-up time from the last day of an 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 to 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 JFB. Open enrollment requests are required for students who reside outside of the Laveen School District boundary.

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/

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 two 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.

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.

Schools may hold awards ceremonies or end-of-year celebrations, but it is not the District's practice to host eighth grade promotion ceremonies.

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 the health, safety, and welfare of the student(s) exists.

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.)

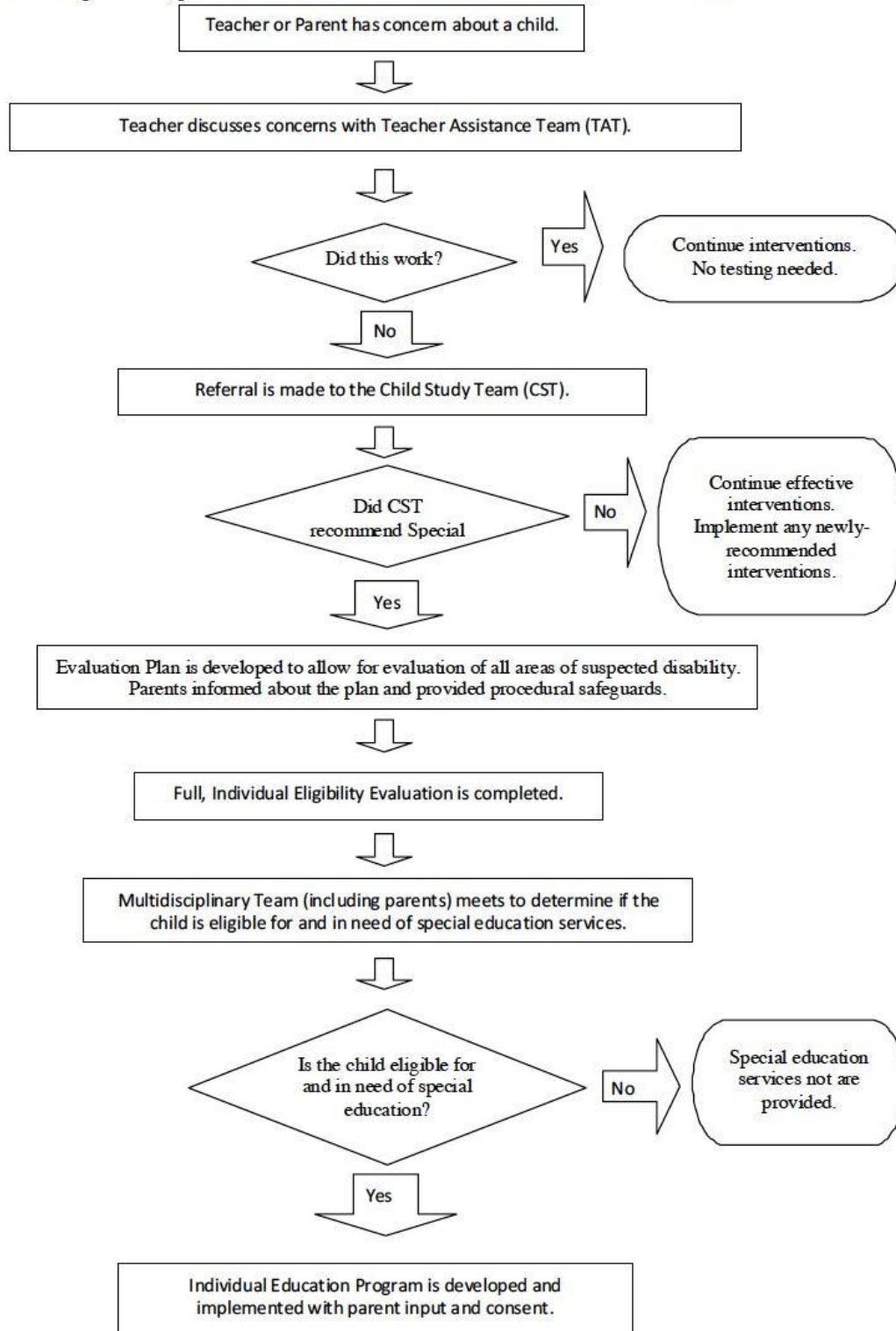
Child Find

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 at 602-237-9100.



Student Conduct

School-Wide Positive Behavior Support 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 who demonstrate problem behaviors using:

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

Our goals are to assist the students in achieving self-discipline. By implementing our school-wide Positive Behavior Support System, we are able to do the following

- Establish regular, predictable, positive teaching and learning environments
- Provide training to all staff members on serving as positive models for all students
- Teach and model behavioral expectations for all students
- Create systems for providing regular positive feedback to all students
- Improve students' social competence
- Develop environments that support academic success

Student Behavior: Managing student behavior is everyone's responsibility. We all share in the success or failure of classroom and school wide discipline. MC Cash is dedicated to providing a safe and respectful school environment. The MC Cash staff believes that all students can exhibit appropriate school behaviors. Staff members must model for and provide support to students to ensure that they do.

Examples of positive behavior include, but are not limited to:

- Students accepting responsibility for their actions
- Students respecting other's physical space
- Students keeping their hands and feet to themselves
- Students caring for others and demonstrating good citizenship
- Students using respectful language at all times

At MC Cash, our students R.A.C.E. to Excellence on a daily basis to meet the established behavioral expectations.

MC Cash students are:

- **R**espectful
- **A**ccountable
- **C**ommitted to a Safe School
- **E**ngaged

Using our PBIS system, expected behaviors have been established for specifically identified areas of our campus including: cafeteria, playground, hallways/walkways, restrooms, and classrooms.



Roadrunners **R.A.C.E** to Excellence

	<u>Respectful</u>	<u>Accountable</u>	<u>Committed</u> to a Safe School	<u>Engaged</u>
<u>Cafeteria</u>	Greet the cafeteria staff	Be prepared with your ID	Stay in your seat facing forward	Use a level 1 voice
	Be polite	Follow directions the first time given	Keep hands, feet, and objects to yourself	Collect all needed items before sitting down
	Eat only your food	Raise your hand to get up or speak to a staff member	Walk Clean your area	Wait patiently in line, give space

<u>Restrooms</u>	Respect restroom, facilities and school property	FLUSH!	Use assigned restroom and return directly to class	Get in- Get out
	Conserve water, paper, and soap	Wash hands each time you use the restroom	Keep restroom floors clear of water and soap	Use a level 0 voice
	Respect others' privacy	Always carry a pass		

<u>Playground</u>	Use positive and proper language	Keep the playground clean	Keep hands, feet, and objects to yourself. Two finger soft tag only.	Use words to solve problems-ask an adult for help if you need it
	Stay within assigned boundaries	Line up promptly	Use equipment correctly	Use Stop, Walk, and Talk
	Use truthful words and kind actions.	Follow directions from all staff, the first time	Tell a staff member if you see something unfamiliar	

<u>Hallways/ Walkways</u>	Walk on the right side of sidewalks and hallways	Follow directions in a timely manner	Keep hands, feet, and objects to yourself	Use the voice level directed by the teacher
	Open doors for others that need help	If you see trash throw it away	Walk facing forward and in line	Take the direct route to your destination

Campus Guidelines

1. Students are expected to behave courteously at all times, including when in or between classes, at assemblies, or at extracurricular activities or events. They are not to use improper, obscene, vulgar, abusive, or profane language, or exhibit inappropriate behavior including (but not limited to) running, yelling, whistling, spitting, littering, or the throwing of any objects.
2. Students will receive consequences for acts of insolence, disrespect, insubordination, or defiance of authority, including the failure to provide name and homeroom when asked by a staff member.
3. Students must stay out of the parking lots and away from parked cars. Climbing on fences, trees, tables, or on top of buildings or classrooms is prohibited. Students are not to loiter in the restrooms.
4. Students are to walk from one class to another in an orderly fashion in straight, tight, quiet lines.
5. Students are to be respectful of classes in session when transitioning.
6. Students are not to cut through the grass or rocks.
7. Students are to use furniture in an appropriate manner (i.e., no sitting on tabletops, tipping chairs, carving on furniture, etc.).
8. Students are not to leave a classroom or the school grounds during regular hours without permission. After school, students are to leave campus immediately unless involved in an organized activity with adult supervision.

9. Students are not to possess or consume food, candy or drinks during school hours any place other than in the cafeteria or designated benches.
10. Gum is strictly prohibited on campus.
11. While on the playground, students are to stay at least ten feet away from any fences which adjoin alleys, private property, or parking lots. Students are not to approach, encourage, or speak to someone who is outside the campus fence. Doing so will result in disciplinary action.
12. Students are not to engage in inappropriate displays of affection or physical contact (including hand holding, hugging, and kissing).
13. Students are to comply with the school dress code.
14. Students will be disciplined for cheating or plagiarizing on tests, quizzes, or homework.
15. Students are not to bring toys, including fidgets, and sports equipment to school.
16. 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, clothing, music players, cell phones, toys, or other electronic devices. Electronic devices, including cell phones, are not to be used (phone calls, texting, taking videos, listening to music, etc...) during the school day. If seen 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 may turn electronic devices into the office for safekeeping during the academic day.
17. Students are not to vandalize, damage, or trespass on public or private property while at school or while traveling to or from school.
18. Students are not to be involved in the vandalizing, damaging, or stealing of school or privately owned items. Parents will be held accountable for paying for any lost, damaged, or stolen items for which their child is responsible.
19. Students are not to be involved in fighting (including play fighting), pushing, shoving, striking, threatening, intimidating, causing bodily harm to any person, spreading rumors, or relaying messages, verbally, in writing, or through social media that create a disturbance. Disciplinary consequences may be issued.
20. Students are not to possess dangerous or distracting articles, including marking pens, matches, lighters, fireworks, water guns, laser pens and pointers, spiked dog collars or wrist bands, water balloons, blow guns, toys, stink bombs etc.
21. Students will be disciplined for possessing, transmitting, selling, and/or being under the influence of any illegal or designer substance, including tobacco, drugs, alcohol, and inhalants (including Liquid Paper, aerosols, modeling glue, rubber cement, and paint*).
22. Students and parents are not to make threats against other students, school employees, visitors to campus, or school property.
23. Possession of any type of weapon (including pocket knives) on school grounds will result in serious disciplinary action. These items will be confiscated. Any student in the possession of a firearm while under the jurisdiction of the school will be immediately suspended pending expulsion, as per Arizona state law (HB2403) 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.

Academic Intervention

Students involved in other after school activities, including the intramural sports program, may be required to attend in order to maintain program eligibility. Failure to attend Academic Interventions will result in a meeting with parents, teachers, student and administration and may impact promotion to the next grade level.

Saturday Behavior Intervention

Saturday Intervention is an additional level of intervention for students who are violating school rules and demonstrating negative behaviors. Saturday Intervention is held on Saturday from 8:00-11:00am. Students assigned to Saturday Intervention must arrive on time wearing the school uniform. Students who arrive late will be required to attend the following Saturday and may be issued additional consequences. Students who do not show for their assigned Saturday Intervention will be issued additional consequences. Students attending Saturday Intervention MUST be picked up promptly at 11:00am. Students will spend their time focusing on academics, behavior and community service.

In-School Detention (ISD)

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 Suspension (O.S.S.)

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

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

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

Student Recognition for Adhering to the RACE Expectations

Students following the RACE Expectations will have multiple opportunities for recognition including:

- Verbal praise
- Receipt of a Reward Points and prize
- Student recognition

- Positive phone call home
- Cash Card
- Quarterly Incentive Contract
- Gift cards, lunch with principal, spirit shirts, etc...

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 EXHIBIT JII-EB in the back of this handbook for additional information regarding the guidelines to be followed for student concerns, complaints, and grievances.

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 JRR.

STUDENT UNIFORM AND DRESS CODE

All students in preschool through eighth grade who attend a Laveen Elementary School District school are expected to dress in the proper standard school attire. The clothing must be in good repair. The clothing may not be altered in a manner that includes, but is not limited to, slits and shredded hems. It is the parents' responsibility to ensure compliance with the dress code. All students who attend Laveen District schools must dress in accordance with this dress code.

For Boys:

- All white, navy, or light blue shirts with collar. No logos on the shirt. This may include, but is not limited to, a polo shirt or dress shirt.
- During the colder months, students may wear all navy, white, gray, or light blue sweatshirts or sweaters in class. Sweatshirts and sweaters must be worn over a uniform shirt.
- Solid navy blue, black, or tan khaki slacks or shorts. No logos on slacks or shorts. No blue jeans or blue jean shorts. Sweatpants are not permitted.
- Any undershirts must be white.

- No undergarments may show. Only one button of the uniform shirt may be unbuttoned.
- Student ID badges are considered part of the required dress code.

For Girls:

- All white, navy, or light blue shirts with collar. No logos on the top. This may include, but is not limited to, a blouse or polo shirt.
- During the colder months, students may wear all navy, white, gray, or light blue sweatshirts or sweaters in class. Sweatshirts or sweaters must be worn over a uniform blouse/shirt.
- Solid navy blue, black, 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.
- Undershirts must be white. Girls may wear shorts under their skirts, provided they do not show.
- No undergarments may show. Only one button of the uniform shirt may be unbuttoned.
- Student ID badges are considered part of the required dress code.

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

Students may not wear short shorts, short skorts, short skirts, short jumpers, sweatpants, stretch pants, skinny pants, or spandex. 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 finger tips rest when shoulders are relaxed and arms are stretched downward toward the leg, approximately no more than 3 to 4 inches above the knee.

Belts (if worn) must be black, brown, or navy, may not be more than one size larger than the waist, and must be worn around the waist. Any color socks may be worn. Full-length tights, leggings, and knee-high socks/tights are acceptable for girls when worn with a skort, skirt, or jumper.

For safety reasons, students are encouraged to wear covered shoes. Open toed shoes, including but not limited to flip-flops, sandals, slippers, or bare feet, are not acceptable.

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.

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 school appropriate clothing to 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.

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 JICK 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 EXHIBIT JICK-EB in the back of this handbook for additional information, including definitions of bullying, harassment, and intimidation.

TAX CREDIT AND DONATIONS

Arizona allows taxpayers to dedicate dollars to education while reducing the amount you owe on your 2021 taxes through the tax credit program. For every dollar you donate, the amount you owe on your Arizona taxes will be that much less. If you do not owe taxes, the amount you donate may be carried forward for up to five years to offset future tax liabilities. For example, if a single person owes \$1,500 on their state taxes for 2021 and donates the maximum amount of \$200, they will then only owe the state \$1,300. Couples filing jointly may donate any amount up to \$400. Individuals may contribute up to \$200. Tax credit donations can be made in person at the school or district office via cash or check. Donations can be made via credit and debit card through the district website at:

<https://www.laveenschools.org/about-laveen/tax-credit/>

Click on the “Donate Online” link.

TECHNOLOGY USE – District Policy Exhibit IJNDB-EB

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 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.

Personal Cell Phones and Mobile Devices

The Laveen Elementary School District recognizes the importance of communication and collaboration, and provides devices for students to be productive in the classroom. To keep the focus on academics and to reduce unnecessary distractions, personal mobile phones and/or devices must remain off or silent and completely out of view during the school day. If a student needs to make an emergency call during the day, they need to communicate with their assigned teacher.

Actions Required in the Event of Damage or Loss of School Owned 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 2022-2023 Annual Parental Consent Release Form.

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. Students are not permitted to use personal cell phones to call or text parents during the instructional day without permission from a staff member. The use of personal cell phones during the instructional day will result in disciplinary consequences. 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.

Campus Visitation Procedures

- Make an appointment with the teacher to avoid any conflict with the school or class schedule.
- 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.
- Report to the school office upon arrival.
- Obtain a visitor's badge.
- Visit only the classrooms you specified during your sign-in.
- Report to the office after your visit to sign-out.

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.

Guidelines

We encourage parents to be an active part of their child's education. If you are interested in visiting your child's classroom to observe them or if you would like to enjoy lunch with your child, we appreciate you following the rules and procedures listed below.

Arrival and Dismissal

- Classroom access is limited to students only (parents may not walk students to class) after the 1st week of school.
- All parents must exit campus by the 7:30am bell.
- Parking is prohibited in the drop off lane (along the curb) at anytime. Parents waiting for students at dismissal, must remain with their vehicle.
- Students may not be dropped off in the parking area (between the parking spots.)
- All students, with the exception of bus riders, must enter and exit through the front of the school.
- Adult supervision may not be available after 2:45pm.
- Handicapped parking spots are for vehicles with the handicap display or license plate only.

- Parents requiring contact with their child regarding changes in dismissal, must contact the school office prior to 1:00pm. This will provide the office adequate time to inform the teacher.
- The office will not call students for early release after 2:00pm.

Classroom Visit:

- Observations/visits must be prearranged. Contact your child's teacher at least 24 hours prior to the visit to ensure that the day and time you choose is compatible with the teacher's schedule.
- Visits/observations are limited to not more than 30-60 minutes per visit to avoid disruption or distractions in the classroom.
- To protect the learning environment, only one visitor is allowed in the classroom during the observation. Parents/guardians are asked not to bring younger siblings or children while visiting/observing in the classroom.
- Please enter the room quietly and sit in the area designated by the classroom teacher.
- Please refrain from talking to your student, other students or the teacher during instruction and work time. We prefer that you do not help your child with work assignments during your visit. If your child asks you a question please direct them back to the teacher.
- Please remember that other children in the classroom are protected by the Family Right to Privacy Act (FERPA). This means you may not actively observe other children without the written permission from their legal guardian. To protect yourself you should only focus on your child and avoid noticing other children as much as possible. This is very important!
- Pictures and video/audio recording devices and use of cell phones are prohibited.
- If you would like to talk to the teacher, a meeting can be scheduled. Please do not disrupt the teacher from conducting class.
- Restrooms are restricted to student use only. Adult restrooms are available in the front office.
- The Principal reserves the right at any time to ask the visitor to leave.

Lunch visit:

- Parents may enjoy lunch in the cafeteria with their child without an appointment.
- Please enter the school through the main office. Sign in, leave your ID, and receive a visitor's pass to be placed on your shirt.
- After lunch, please go to the office to sign out and receive your ID.
- Parents may be in the cafeteria only. For safety purposes, parent access to the playground is restricted.
- The Principal reserves the right at any time to ask the visitor to leave.

Birthday visit: (K-5 only)

- Arrangements must be made with the teacher **prior** to the date of the celebration
- Siblings and other family members (excluding parents) are not able to attend.
- Teachers/school will not provide any provisions (plates, napkins, etc..)
- Celebrations are permitted during the student's lunch period.
- Cakes are not allowed.

VOLUNTEERS/ PARENT INVOLVEMENT

We welcome and appreciate parent involvement and volunteers. Please speak with the front office if you are able to volunteer. Opportunities exist in your child's classroom, the library, during extracurricular activities and field trips. If you would like to donate time but are unable to do so in person other opportunities exist including preparing for family events and participation in the school Booster club.

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..."

A Spanish version of this handbook is available on our website www.laveenschools.org

