

STUDENT  
& PARENT  
HANDBOOK



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2018 – 2019



[www.alhambraesd.org](http://www.alhambraesd.org)



ALHAMBRA ELEMENTARY SCHOOL DISTRICT

## VISION

Educating the Whole Child

## MISSION

Alhambra Elementary School District will enrich the life of the whole child in collaboration with families and the greater community.

We will promote a social and global consciousness that encompasses a profound respect for all humanity.



Dear Parents:

We welcome you to the Alhambra Elementary School District and thank you for choosing our schools! We are proud of our high standards within our “4.0” district that provides exceptional programs in Academics, Arts, Athletics and Activities and ensures we are educating the whole child.

This handbook contains important information about district academic and social expectations in order to provide a positive and safe learning environment for our students. It also includes information that you may need throughout the school year, including contact numbers and other resources. We encourage you to review this handbook with your child. Do not hesitate to contact your child’s teacher or principal should you have questions about the contents.

Thank you for working with us to create a learning environment where every child is treated with respect and provided a high quality-learning environment. We encourage you to get involved in your school community as collaboratively we can ensure your child pursues their highest potential and has a fabulous year of personal growth and achievement.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark Yslas". The signature is fluid and cursive, with the first name "Mark" being more prominent than the last name "Yslas".

Mark Yslas  
Superintendent

*“Everyone Matters”*

## **District Information**

Alhambra School District Calendar	1
Alhambra School District Directory	2

## **Academics/Extracurricular Activities**

Academic Integrity	3
Arts Education	3
Child Find	3
Extracurricular Activities	3
Athletic Participation	3-4
Extended Day Tutoring	4
FERPA Annual Notification of Parent Rights	4
Homework	4
Library/Text Books	5
Move on When Reading	5
Student Progress and Grades	5
Honor Roll	5-6
Parent Resources/Volunteers	6
Promotion/Retention	6-7
Technology Use and Digital Privacy	7
Personal Electronic Devices	7

## **Attendance**

Absence Procedures	7-8
Custody	8
Open Enrollment	8
Reporting Child Abuse	8
Tardies	8
Truancy and the Law - C.U.T.S. Program	8-9
Make-up work	9

## **Safety – Student/School**

Closed Campus/Visitors	9
Drug Free School Zone	9
Emergency Notification System	9-10
Harassment, Bullying, Hazing and Threats of Harm	10
Possession of Knives, Firearms, Explosives or Other Dangerous Instruments	10
Transportation	10-11

## **Student Conduct/Discipline**

Disciplinary Action Categories	11-12
Due Process	12
Getting Along Together	12
Interrogations and Searches	12
Jurisdiction Before/After School	12
Positive Reinforcement/Student Recognition	12
Responsible Thinking Process	13
Student Discipline History	13



Suspension and Expulsion of Students with Disabilities 13

## **Food and Nutrition**

---

Meal Charges/Payments 13-14  
Lunch Times 14  
Cafeteria Expectations 14  
Food in Classrooms 14

## **Health Information**

---

Chronic Illness 15  
Communicable Disease/Illness 15  
Dispensing Medication 15  
Emergency Card 15-16  
Immunizations 16  
Pediculosis (Lice) 16

## **Arizona Statutes/Laws**

---

Family Educational Rights and Privacy Act 17  
(FERPA)  
Policy JICFA-EB Hazing 18  
(A.R.S. 15-2301)  
Policy JICK-EB Student Violence/Harassment/Intimidation/Bullying 19-21  
(A.R.S. 15-341 & A.R.S. 13-2911)  
Policy JII-EB Student Concerns, Complaints, and Grievances 22-23  
(A.R.S. – 15-341)

Alhambra School District # 68  
2018-2019 School Calendar

<b>July 2018</b>		<b>January 2019</b>
Su Mo Tu We Th Fr 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	Aug 1, 2 First Year Teacher Orientation Aug 2 Second Year Teacher Orientation Aug 3 Returning Teachers Report Aug 3 Back-to-School Celebration-All Staff Aug 8 First Day of Classes for Students Aug 15, 22, 29 Early Release / Staff Development Sep 3 Labor Day-Holiday Sep 5 Mid-Term Grades Sep 5, 12, 19, 26 Early Release / Staff Development Oct 3 40 <sup>th</sup> Day Oct 3, 10, 17, 24, 31 Early Release / Staff Development Oct 5 First Quarter Ends Oct 8-9 Fall Recess Oct 18 Report Cards Issued Oct 18-19 Parent/Teacher Conferences (half day for students) Nov 7, 14, 28 Early Release / Staff Development Nov 12 Veteran's Day Holiday, Observed Nov 14 Mid-Term Grades Nov 21-23 Thanksgiving - Holiday Dec 5, 12, 19 Early Release / Staff Development Dec 21 Second Quarter Ends Dec 21 Half Day/Early Release - Schools dismiss 3 hours early Dec 24 - Jan 4 Winter Recess Jan 7 Classes Resume Jan 9, 16, 23, 30 Early Release / Staff Development Jan 17 Report Cards Issued Jan 17 100 <sup>th</sup> Day Jan 17-18 Parent/Teacher Conferences (half day for students) Jan 21 Martin Luther King, Jr. Day-Holiday Feb 6 Mid-Term Grades Feb 6, 13, 20, 27 Early Release / Staff Development Feb 18 Presidents' Day - Holiday Mar 6, 20, 27 Early Release / Staff Development Mar 8 Third Quarter Ends Mar 11-15 Spring Recess Mar 25 Report Cards Issued Apr 3, 10, 17, 24 Early Release / Staff Development Apr 17 Mid-Term Grades Apr 19, 22 Spring Recess May 1, 8, 15 Early Release / Staff Development May 22 Last Day of School / Early Release / Fourth Quarter Ends May 27 Memorial Day	Su Mo Tu We Th Fr 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
<b>August 2018</b> Su Mo Tu We Th Fr 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	Nov 7, 14, 28 Early Release / Staff Development Nov 12 Veteran's Day Holiday, Observed Nov 14 Mid-Term Grades Nov 21-23 Thanksgiving - Holiday Dec 5, 12, 19 Early Release / Staff Development Dec 21 Second Quarter Ends Dec 21 Half Day/Early Release - Schools dismiss 3 hours early Dec 24 - Jan 4 Winter Recess Jan 7 Classes Resume Jan 9, 16, 23, 30 Early Release / Staff Development Jan 17 Report Cards Issued Jan 17 100 <sup>th</sup> Day Jan 17-18 Parent/Teacher Conferences (half day for students) Jan 21 Martin Luther King, Jr. Day-Holiday Feb 6 Mid-Term Grades Feb 6, 13, 20, 27 Early Release / Staff Development Feb 18 Presidents' Day - Holiday Mar 6, 20, 27 Early Release / Staff Development Mar 8 Third Quarter Ends Mar 11-15 Spring Recess Mar 25 Report Cards Issued Apr 3, 10, 17, 24 Early Release / Staff Development Apr 17 Mid-Term Grades Apr 19, 22 Spring Recess May 1, 8, 15 Early Release / Staff Development May 22 Last Day of School / Early Release / Fourth Quarter Ends May 27 Memorial Day	<b>February 2019</b> Su Mo Tu We Th Fr 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
<b>September 2018</b> Su Mo Tu We Th Fr 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	Dec 24 - Jan 4 Winter Recess Jan 7 Classes Resume Jan 9, 16, 23, 30 Early Release / Staff Development Jan 17 Report Cards Issued Jan 17 100 <sup>th</sup> Day Jan 17-18 Parent/Teacher Conferences (half day for students) Jan 21 Martin Luther King, Jr. Day-Holiday Feb 6 Mid-Term Grades Feb 6, 13, 20, 27 Early Release / Staff Development Feb 18 Presidents' Day - Holiday Mar 6, 20, 27 Early Release / Staff Development Mar 8 Third Quarter Ends Mar 11-15 Spring Recess Mar 25 Report Cards Issued Apr 3, 10, 17, 24 Early Release / Staff Development Apr 17 Mid-Term Grades Apr 19, 22 Spring Recess May 1, 8, 15 Early Release / Staff Development May 22 Last Day of School / Early Release / Fourth Quarter Ends May 27 Memorial Day	<b>March 2019</b> Su Mo Tu We Th Fr 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
<b>October 2018</b> Su Mo Tu We Th Fr 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	Mar 6, 20, 27 Early Release / Staff Development Mar 8 Third Quarter Ends Mar 11-15 Spring Recess Mar 25 Report Cards Issued Apr 3, 10, 17, 24 Early Release / Staff Development Apr 17 Mid-Term Grades Apr 19, 22 Spring Recess May 1, 8, 15 Early Release / Staff Development May 22 Last Day of School / Early Release / Fourth Quarter Ends May 27 Memorial Day	<b>April 2019</b> Su Mo Tu We Th Fr 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
<b>November 2018</b> Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	May 1, 8, 15 Early Release / Staff Development May 22 Last Day of School / Early Release / Fourth Quarter Ends May 27 Memorial Day	<b>May 2019</b> Su Mo Tu We Th Fr 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
<b>December 2018</b> Su Mo Tu We Th Fr 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	<div style="display: flex; flex-direction: column; gap: 5px;"> <div><input type="checkbox"/> Holidays and Fall/Winter/Spring Recess - No School for Students or Staff</div> <div><input checked="" type="checkbox"/> Early Release / Staff Professional Development</div> <div><input checked="" type="checkbox"/> First Day of School/Last Day of School</div> <div>{ }</div> <div>[ ] Parent/Teacher Conferences (half day for students)</div> </div>	<b>June 2019</b> Su Mo Tu We Th Fr 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

ALHAMBRA SCHOOL DISTRICT  
DIRECTORY

**ALHAMBRA TRADITIONAL**  
5725 N. 27th Avenue  
Phoenix, AZ 85017  
(602) 484-8816 (Office)  
(602) 484-8857 (Automated)  
Attendance Line Extension 5410  
Nurse's Office Extension 5410  
8:45 a.m. – 3:30 p.m. Grades K-8

**BARCELONA ELEMENTARY**  
6530 N. 44th Avenue  
Glendale, AZ 85301  
(623) 842-8616 (Office)  
(623) 842-8567 (Automated)  
Attendance Line Extension 5203  
Nurse's Office Extension 5210  
8:05 a.m. – 2:50 p.m. Grades K-8

**CAROL G. PECK**  
5810 N. 49th Avenue  
Glendale, AZ 85301  
(623) 842-3889 (Office)  
(623) 842-3947 (Automated)  
Attendance Line Extension 5003  
Nurse's Office Extension 5010  
7:25 a.m. – 2:10 p.m. Grades K-8

**CATALINA VENTURA**  
6331 N. 39th Avenue  
Phoenix, AZ 85019  
(602) 841-7445 (Office)  
(602) 841-7421 (Automated)  
Attendance Line Extension 6603  
Nurse's Office Extension 6610  
7:25 a.m. – 2:10 p.m. Grades K-8

**CORDOVA ELEMENTARY**  
5631 N. 35th Avenue  
Phoenix, AZ 85017  
(602) 841-0704 (Office)  
(602) 841-1136 (Automated)  
Attendance Line Extension 4003  
Nurse's Office Extension 4010  
8:05 a.m. – 2:50 p.m. Grades K-8

**GRANADA ELEMENTARY -  
EAST CAMPUS**  
3022 W. Campbell Avenue  
Phoenix, AZ 85017  
(602) 589-0110 (Office)  
(602) 589-0135 (Automated)  
Attendance Line Extension 4603  
Nurse's Office Extension 4610  
7:25 a.m. – 2:10 p.m. Grades 5-8

**GRANADA ELEMENTARY -  
WEST CAMPUS**  
3232 W. Campbell Avenue  
Phoenix, AZ 85017  
(602) 841-1403 (Office)  
(602) 841-1627 (Automated)  
Attendance Line Extension 4403  
Nurse's Office Extension 4410  
7:25 a.m. – 2:10 p.m. Grades K-4

**JAMES W. RICE ELEMENTARY**  
4530 W. Campbell Avenue  
Phoenix, AZ 85031  
(623) 848-8420 (Office)  
(623) 848-8566 (Automated)  
Attendance Line Extension 6203  
Nurse's Office Extension 6210  
7:25 a.m. – 2:10 p.m. Grades K-8

**MADRID NEIGHBORHOOD**  
3736 W. Osborn Road  
Phoenix, AZ 85019  
(602) 336-2280 (Office)  
(602) 336-2281 (Automated)  
Attendance Line Extension 4803  
Nurse's Office Extension 4810  
8:05 a.m. – 2:50 p.m. Grades K-8

**SEVILLA ELEMENTARY  
- EAST CAMPUS**  
3801 W. Missouri Avenue  
Phoenix, AZ 85019  
(602) 242-0281 (Office)  
(602) 242-2503 (Automated)  
Attendance Line Extension 5603  
Nurse's Office Extension 5610  
8:45 a.m. – 3:30 p.m. Grades K-4

**SEVILLA ELEMENTARY  
- WEST CAMPUS**  
3851 W. Missouri Avenue  
Phoenix, AZ 85019  
(602) 347-0232 (Office)  
(602) 347-8132 (Automated)  
Attendance Line Extension 7003  
Nurse's Office Extension 7010  
8:45 a.m. – 3:30 p.m. Grades 5-8

**R.E. SIMPSON**  
5330 N. 23rd Avenue  
Phoenix, AZ 85015  
(602) 246-0699 (Office)  
(602) 246-9136 (Automated)  
Attendance Line Extension 5803  
Nurse's Office Extension 5810  
8:45 a.m. – 3:30 p.m. Grades 5-8

**VALENCIA NEWCOMER**  
3802 W. Maryland Avenue  
Phoenix, AZ 85019  
(602) 336-2283 (Office)  
(602) 336-2284 (Automated)  
8:05 a.m. – 2:50 p.m. Grades 3-8

**WESTWOOD ELEMENTARY**  
4711 N. 23rd Avenue  
Phoenix, AZ 85015  
(602) 242-2442 (Office)  
(602) 242-2778 (Automated)  
Attendance Line Extension 6003  
Nurse's Office Extension 6010  
8:45 a.m. – 3:30 p.m. Grades K-4

**ALHAMBRA DISTRICT  
FAMILY RESOURCE CENTER**  
6615 N. 39th Avenue  
Phoenix, AZ 85019  
(602) 242-5828 (Office)  
(602) 841-7103 (Automated)  
7:30 a.m. – 4:30 p.m.

**ALHAMBRA HEAD START /  
PRESCHOOL PROGRAMS**  
6530 N. 44th Avenue  
Glendale, AZ 85301  
(602) 246-5155 (Office)  
(602) 246-5160 (Automated)  
Nurse's Office Extension 3610  
7:45 a.m. – 11:15 a.m. and  
1:00 p.m. – 4:00 p.m.

**ALHAMBRA DISTRICT  
CHILD NUTRITION DEPT.**  
4510 N. 37th Avenue  
Phoenix, AZ 85019  
(602) 336-2920  
7:30 a.m. – 4:30 p.m.

**ALHAMBRA DISTRICT  
STUDENT RECORDS**  
4510 N. 37th Avenue  
Phoenix, AZ 85019  
(602) 336-2920  
7:30 a.m. – 4:30 p.m.

**ALHAMBRA DISTRICT  
TRANSPORTATION DEPT.**  
4510 N. 37th Avenue  
Phoenix, AZ 85019  
(602) 336-2920  
7:30 a.m. – 4:30 p.m.

## **Academics/Extracurricular Activities**

In the Alhambra School District it is our goal to meet the full potential of all students through our vision of “Educating the Whole Child”. As students enter their school site each day we ask that they come to school on time with a positive attitude and prepared to learn. In return we offer outstanding staff and programs who develop relationships with your child(ren) for this is their home away from home.

### **Academic Integrity**

Any form of deception including, but not limited to, the use of notes, text messaging, social media, obtaining answers ahead of time or sharing information with other students is cheating. All student work presented for credit shall be the original work of that student. Taking someone else’s work and passing it off as one’s own is plagiarism. Any student involved in academic cheating/plagiarism shall be subject to disciplinary action.

### **Arts Education**

Arts education encompasses the visual and performing arts delivered using state standards by a highly qualified teacher as part of the core curriculum. Courses provided include: visual arts and general music, band and choir. The arts is a language made up of its own words, symbols, and ideas with unique origins. Understanding this language helps us to understand the arts. Through skill development, students apply reasoning, imagination, creativity and a positive image of self. Many sites also offer extra-curricular arts clubs. See your site for more information.

### **Child Find**

Child Find is a component of the Individuals with Disabilities Education Act (IDEA 2004), that requires Public Education Agencies to locate, identify and evaluate all children with disabilities aged birth through 21, located within their geographic boundaries who are in need of early intervention or special education services.

The Individuals with Disabilities Education Act (IDEA) and its implementing regulations require that all children with disabilities who are in need of special education and related services, regardless of the severity of their disability, are identified, located, and evaluated. [20 U.S.C. § 1412(a)(3); 34 C.F.R. § 300.111(a)]

### **Extracurricular Activities**

The district is committed to meeting the needs of the “whole child”. Extracurricular activities inspire students to explore different interests and talents. Each site offers a variety of after-school activities that may include Athletics, Engineering is Elementary, MESA, STEM Club, Student Council, Yearbook, Cheer, Drama and many others. These activities are held on various days and times depending on grade level and site schedule. Bus transportation home is provided for students who regularly ride the bus. If your child is selected to participate in the after-school program you will be notified and a permission slip to attend will be provided.

### **Athletic Participation**

The health and welfare of our student athletes are most important. Athletic participation can positively enhance the learning in the classroom. Each school year before participation in athletics can occur, student and parent/guardian must completely read and fill out the athletic participation forms packet that include the Participation Consent, Code of Conduct, Health Insurance Form and the Sports Physical.

## **Eligibility**

In order to be eligible to participate in extracurricular activities, a student must meet identified academic and behavior standards according to Board Policy JJJ:

- ✓ Students who, upon having their work checked on a cumulative basis at the beginning and mid-term of each 10 week sports season where applicable, show that they are not working to capacity and have one (1) or more failing grades will be removed from any athletic teams or extracurricular activities. After improving their respective grades such that they are passing on a cumulative basis, they shall be reinstated to the teams or extracurricular activities until a subsequent check is performed unless ineligible for some reason other than academic performance.
- ✓ The eligibility criterion for extracurricular participation shall be a passing grade in all classes in which the student is enrolled.
- ✓ Students whose behavior presents a problem or jeopardizes school discipline may be ineligible for participation in extracurricular activities until such time as their behavior warrants reinstatement by the site administrator.
- ✓ If a student is absent from school, regardless of the reason, the student will not be allowed to participate in any extracurricular function on the evening of the day on which the absence occurs. Participation in weeknight activities is not an excuse for absence on the day following the activity.
- ✓ The same general standards shall apply for special education students except that such eligibility shall be determined on a case-by-case basis in relationship to the respective students' individual education plan.

## **Extended Day Tutoring**

Extra academic support through tutoring classes is also offered at each site. These activities are held on various days and times depending on grade level and site schedule. After school bus transportation home is provided for students who regularly ride the bus. If your child is selected to participate you will be notified and a permission slip to attend will be provided.

## **FERPA Annual Notification of Parent Rights**

The Family Educational Rights and Privacy Act (FERPA) affords parents certain rights with respect to their student's education records. A copy that details the policy is found in the Arizona Statutes/Laws section. To request records of former students who have withdrawn or promoted from the district, please contact our student records office. Student records request are processed as quickly as possible and in order in which they are received. There may be a small fee to cover the copying. Former students over the age of 18 must request their own records.

## **Homework**

Assignment of homework within district sites shall be of a constructive nature, directly related to the grade level course of study and clearly serve a purpose. Homework shall not be considered as a disciplinary measure and shall be personalized whenever possible to meet the individual needs of the students. Assignments shall not require books or materials that are not available at home or where resource materials are limited. Homework activities may include:

1. Unfinished class assignments or makeup work for classes missed due to absences.
2. Reinforcement of skills learning in the classroom.
3. Projects that supplement studies in the classroom.
4. Written work that permits the application of skills being developed.
5. Problem-solving skills.

### **Library/Text Books**

All library/text books are property of the Alhambra School District. Students are expected to take proper care of these books and only “normal wear and tear” is acceptable. If a book is lost or damaged the student to whom that book was issued will be required to pay for the lost or damaged book.

### **Move on When Reading**

Arizona Revised Statute (A.R.S. § 15-701) requires that an Arizona student not be promoted from the third grade if the student scores far below the third grade level on the AzMERIT statewide assessment. A third grader who does not demonstrate sufficient reading skills may be promoted to fourth grade for the following reasons:

- The student is an English Language Learner (ELL) who has received less than two year 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.

### **Student Progress and Grades**

The school year is divided into four grading periods and mid-term progress reports are also provided quarterly. The date of issue for each report card and mid-term progress report is noted on the school calendar located in the front of this handbook.

Parent-Teacher Conferences are held at the end of the first and second quarters. The student report card will be shared with the parent at the conference along with information by the teacher on your child’s academic and social progress. If parents are unable to attend the Parent-Teacher Conference, the report card will be sent home the Wednesday of the week following Parent-Teacher Conferences. Report cards are sent home at the end of third and fourth quarters.

The district grading scale is:

#### **Grades K-8**

90 - 100%	A
80 - 89%	B
70 - 79%	C
60 - 69%	D
59% and below	F

Parents may access current academic information through the secure, online ParentVUE software program. Types of information include attendance and current course grades. Access to ParentVUE requires account activation. Your school office can provide you with an activation code. In addition a mobile app is also available at <http://parentvue.alhambraesd.org//>.

### **Honor Roll**

Students in fourth (4<sup>th</sup>) through eighth (8<sup>th</sup>) grade who meet the high academic and citizenship standards will be eligible for recognition:

*Principal's List:* Students who receive a 4.0 GPA (all A's) on their report card for all subjects including elective classes.

*Honor Roll:* Students who receive a 3.5 - 3.9 GPA on their report card for all subjects including elective classes.

### **Parent Resources/Volunteers**

The Alhambra School District believes that education is a partnership that involves teachers, administrators, parents and the communities working collaboratively to ensure the children in our schools reach their highest potential. We have established a Family Resource Center that offers a variety of services to support our community. You may contact the center at (602) 242-5828 for needs you may have, as they are here to assist in meeting the varied needs of our families.

Parent volunteers are encouraged. Each site has a parent volunteer coordinator that is happy to work with you on the many flexible opportunities to get involved and support your school whether it is assisting in creating instructional materials or participating in a field trip. Volunteers make valuable contributions to our education programs and support staff and we encourage you to get involved.

### **Promotion/Retention**

The Alhambra Governing Board believes the success of students lies with the mutual cooperation of parents/guardians, staff members, and students. The Governing Board is dedicated to the total and continuous development of every student. Original grade-level placement of students in schools is determined by the students' academic, social, emotional and linguistic attributes, as well as chronological age. Promotion and retention is implemented according to District Policy IKE.

**Promotion:** Promotion requirements are an integral part of the educational plan for all students. Promotion requirements reflect the District's high expectation for student learning. Promotion from grade to grade is based on the following criteria. No one criterion may be utilized solely in determining grade-to-grade promotions.

- Student mastery of learning objectives set forth by the State Board of Education adopted curriculum.
- Successful completion of class assignments, projects, and tests.
- Achievement on District-wide standardized achievement tests.
- Attendance.
- Teacher recommendation for promotion. (A.R.S. 15-521.10)
- The child's previous educational history.

**Retention:** Student retention is a process that is followed when, in the judgment of the professional staff and after consultation with the parents/guardians, it is determined to be in the best interest of the student. The primary grades are suggested as the most appropriate time for student retention. Retention, however, may be considered at any other grade level, when documented evidence indicates that it is in the best interest of the student.

A student who is being considered for retention will be referred to the school Child Study Team (CST). The following criteria will be included as determining factors regarding retention:

- The child's past educational history, academic achievement and mental ability.
- The child's physical and social characteristics.



Based on the collection of data, the CST will recommend to the teacher a program that will best serve the child's needs. The CST may recommend interventions other than retention.

Each student who is retained will have an individual learning plan (ILP) developed by the Child Study Team, teachers, and parents/guardians. This will ensure that the instructional and learning environment for the next school year is changed appropriately to meet the student's needs.

Each principal shall establish procedures to ensure that all parents/guardians are informed of promotion requirements. These procedures shall be communicated to new and continuing students at the opening of school and at registration of new pupils after school is in session.

### **Technology Use and Digital Privacy**

Technology has become an integral tool in learning. The Alhambra School District has linked student computers to the Internet. The goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, research, and communication when learning. Your teacher or school administration must approve the use of digital devices and the internet/social media during the school day.

Each school year, all students must have an *Electronic Information Services User Agreement* form returned to the school, signed by both the student and the parent prior to using the Internet on our campus (Policy IJNDB-EA). All student Internet use is supervised by school employees. Any violation of the terms stated in this agreement may result in disciplinary action and the revocation of the use of our technology information services.

Privacy rights are in place when using district technology. Although you may be comfortable posting, emailing and sharing photos or video of your child other parents may not feel the same. Unless specifically authorized by the school administration, students are not to post, email or share photos or video of other students while at school.

### **Personal Electronic Devices**

Electronic devices often interfere with the orderly operation of the school and may cause a disruption to the learning environment. Students are discouraged from bringing electronic devices to school and the school is not responsible when these items are lost or stolen. Disciplinary action may result if inappropriate use of an electronic device causes a disruption within the school site. Unless previously authorized by the school's administration or designee, students are not to use a personal electronic device (cell phone) for the purpose of recording conversations, taking pictures or video footage of others at school, on the bus or at school-related activities.

## **Attendance**

All students are required by Arizona State Law to attend school. Regular and on-time attendance is essential to success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Attending school each day is very important for learning. Students are expected to attend 90% of the instructional days. The Alhambra School District defines excess absences as absences more than 10% of the days in membership for the school year (eighteen 18 days), not to include excused absences.

### **Absence Procedures**

Absences shall be excused only for necessary and important reasons that include illness, bereavement, other family emergencies and observance of major religious holidays of the family's

faith. State law mandates that the school record the reason for all student absences. Therefore, when a student is absent, it will be necessary for the parent to call the 24-hour attendance line on or before the day of the absence to advise the school as to the reason for the absence. The school may require documentation from a doctor to verify a medical condition when absences total more than 10 percent of the number of required attendance days.

Parents are expected to call the attendance line no later than one (1) hour after the start of the school day on the day of absence. Failure to report an absence will result in a phone call from the automated attendance line system. If phone contact has not been made with the school, a note from the parent must be presented to the homeroom teacher or the attendance office on the morning that the student returns to school. The note must contain the student's name, date of absence, specific reason for absence, and be signed by the parent or guardian. All absences must be excused within forty-eight (48) hours of the date of absence, or they will remain unexcused.

If your child is to leave early during school hours, the person picking up the student must be listed on their student information card and show a valid picture I.D.

Students may not participate in after-school extracurricular activities if they were not in attendance at school on the day of the activity.

### **Custody**

In cases where custody or visitation affects the school, the site shall follow the most recent court order on file with the school. It is the responsibility of the custodial parent or parents having joint custody to provide the school with the most recent court order. Restraining orders, court orders and injunctions can only be modified or rescinded by a court.

### **Open Enrollment**

The District has an open enrollment program as set forth in Arizona Revised Statute (A.R.S. 15-816) that allows students the ability to attend a school outside their attendance boundaries without paying tuition. The Governing Board Policy JFB provides the guidelines for the Open Enrollment process within the Alhambra School District. These guidelines are posted on our district website. Students attending schools on open enrollment may have their transfer revoked for violating district policies on rules of conduct and/or attendance. Revocation of open enrollment is at the discretion of the site principal.

### **Reporting Child Abuse**

By state law (A.R.S. 13-3620) school employees must report suspected cases of child abuse to the Arizona Department of Child Safety (DCS). Individuals required to report suspected abuse are protected by state law from civil or criminal liability. Each school site has a school coordinator for processing suspected cases of child abuse.

### **Tardies**

If a student is late for arrival to school, the parent should call or send a note and the student must report to the attendance office before going to the classroom. The student will be given a pass to take to the classroom teacher. If the student has continuous tardiness, parents will be notified to determine a course of action as excessive tardiness can lead to academic difficulties for the student.

### **Truancy and the Law - C.U.T.S. Program**

Your child's future is important to us and the Alhambra School District is very proud of our educational programs and of the achievement of our students. One of the most important habits a student can develop is that of good attendance. School attendance is not only a good habit; it is

also required by state law. In order to encourage school attendance, the Alhambra School District partners with the Maricopa County Juvenile Court and participates in the Court Unified Truancy Suppression Program (C.U.T.S.). The principals and school staff will work closely with Maricopa County Juvenile Court to refer, cite and prosecute students who have excessive truant absences. A truant absence is any absence for which the school has not received a phone call or note from a parent or guardian to excuse the absence. This program is designed to assist the District in enforcing the mandatory school attendance laws.

Our goal is for every student to be in school, ready and willing to learn. If there is a problem that is interfering with your child's attendance, please contact your child's school principal so that the problem can be addressed in a timely manner and increase your child's chance for success.

### **Make-Up Work**

Student attendance is important to ensure high levels of student learning and should occur only when necessary. A student who is absent will be permitted the same amount of time of the absence to complete make-up work.

## **Safety - Student/School**

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

### **Closed Campus/Visitors**

Campuses of all schools in the Alhambra 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. This includes lunch hours. Students shall not be permitted to leave campus until dismissal time except by a parent/guardian or person listed on the student's emergency card signing them out through the school office. 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. Visitors must sign-in and obtain a visitor's badge, which must be worn while on campus. Upon departure, return the badge to the office and sign out.

### **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. With cooperation between local law enforcement, school districts, prosecutors, parents/guardians 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.

### **Emergency Notification System**

The Alhambra School District provides an automated parent notification system called School Messenger. This system alerts parents in emergency situations, if there's a change in the normal routine of the school day, or provides information for upcoming events. In the case of an

emergency, parents/guardians will receive an automated phone call at home, at work, on a cell phone, by e-mail, or by all four methods mentioned.

To ensure that you are notified if there is an emergency at your child's school, the District needs current and accurate contact information. Please be sure to update this information by completing the Alhambra District's Emergency Card, each year. Also, if you move or change phone numbers, please notify the school and provide accurate contact information immediately.

### **Harassment, Bullying, Hazing and Threats of Harm (Governing Board Policies JICK, JICFA & JII)**

Students have the right to be free from any form of harassment, bullying, hazing and threats of harm. These behaviors in any form will not be tolerated. Harassment and bullying conduct includes, but is not limited to, oral, written, graphic, electronic or physical in nature. Bullying/cyberbullying is any behavior that subjects a student to insults, taunts or challenges and limits the ability of an individual to participate in or benefit from the District's programs or activities. Harassment categories include but are not limited to, gender, race, religion, physical condition, economic status, personal appearance, cultural background or sexual orientation. Threats include any form of verbal or written statements or any other behavior that suggest that a person may due harm to any student, staff or the school. These are serious offenses and students who engage in behaviors of harassment, bullying, hazing or threats of harm are subject to disciplinary consequences that may include warning, suspension or expulsion from school, depending on the severity of the incidences and/or frequency of offenses.

If you are being harassed, intimidated, bullied or threatened: Make your feelings clear and tell the person who is harassing, intimidating, bullying or threatening you to stop. A bully may think you support the behavior if you do not speak up. If the behavior continues after you tell them to stop, report the activity to a teacher, counselor, principal or other adult. You can do this verbally or by completing the Harassing, Intimidating or Bullying Victim Rights Report Form. The specific policies and reporting form are provided in the last section of this handbook.

If you see someone being harassed, intimidated, bullied or threatened: Never join in the harassing, intimidating or bullying behaviors. Resist any peer pressure to take part in this behavior. Help the person being bullied get out of the situation safely and encourage the student to report the harassment.

### **Possession of Knives, Firearms, Explosives or Other Dangerous Instruments**

The Alhambra School District prohibits any person from possessing, storing, or using knives, firearms, explosive devices, and/or other dangerous instruments on school premises, on school buses, and at activities sponsored by the district and/or district schools. Any student who violates this policy is subject to disciplinary action, including long-term suspension or expulsion from the District. Building Administrators will determine the appropriate disciplinary action to take against a student who violates this policy by possessing, storing, or using a knife, firearm, explosive device, and/or other dangerous instrument. In determining the appropriate disciplinary action, Building Administrators will consider various factors, including, but not limited to, the age and developmental stage of the student, the nature of the violation, the type of weapon possessed, the student's disciplinary history, and whether the student used the knife, firearm, explosive device, and/or other dangerous instrument to harm or threaten harm toward another person.

### **Transportation**

Students that must cross major traffic intersections to attend their home school are eligible to ride the bus. Please contact your school office or the District transportation department to determine

if you reside in an area eligible for bus transportation. Students on open enrollment are NOT eligible for district transportation to and from school.

**School bus rules.** The school bus is an extension of the school day and the same rules apply regarding discipline and general conduct. Video monitoring systems are placed on the buses. Each student who is provided transportation services is expected to obey the following bus rules established for the safety of all students:

1. Arrive at the bus stop several minutes early.
2. Wait for the bus in a safe place in an orderly manner.
3. Get on the bus in a single file line. NEVER PUSH.
4. Bus driver's instructions and directions will be obeyed at all times.
5. Bus aisles will remain clear of all objects.
6. Passengers will remain properly seated at all times.
7. Students will keep their hands to themselves at all times.
8. Students may talk quietly or in a normal conversational voice.
9. Students must keep everything inside the bus.
10. Weapons, tobacco, alcohol, drugs, eating, and drinking are prohibited. This includes chewing gum.
11. Glass containers, live animals or insects, and extremely large objects are prohibited.

If a student does not follow the above rules, a Bus Incident Report will be written by the bus driver and turned into the school office. The student will meet with the administration. The Bus Incident Report will be sent home for parent signature and then returned to the office the following school day. Students can lose their bus privilege for continued misbehavior on the bus.

**Field Trips/Extra Curricular Activities.** Parent/Guardian signed permission slips are required for student participation on field trips. The bus rules apply to field trips and activities. A student who rides a bus to an activity must return on the bus unless authorized to do otherwise.

## **Student Conduct/Discipline**

The Alhambra School District places high priority on providing each student with the opportunity to learn in a safe and productive learning environment. Rules for student conduct and discipline are established by law, District Policy JIC - Student Conduct and District Policy JK - Student Discipline. The Student Discipline Code is reviewed each year and modified as necessary to maintain a fair, effective, and consistent system of rules for student conduct throughout the District. All the stakeholders, parents/guardians, teachers, staff and students will work together to ensure that the environment is one where everyone can succeed. A copy of the discipline matrix can be found under the parents tab of the district website.

### **Disciplinary Action Categories**

- A. Informal talk by a school official (teacher, counselor or administrator) who will attempt to reach an agreement with the student as to acceptable behavior.
- B. Formal conference between the student and one or more school officials. A record is kept of the student's commitment to corrective behavior.
- C. Parental involvement by telephone, letter or personal conference.
- D. Temporary removal from class to the Responsible Thinking Process (RTP) Room.
- E. In-School Detention (ISD) where the student is removed from class(es) but is kept on campus under the supervision of school staff.

- F. Short-term, out-of-school suspension (1-10 days) where following due process a student is suspended from school and placed under the supervision/responsibility for the parent/guardian. Student must remain off campus for the duration of the suspension. The principal or designee has the authority to impose a short-term suspension, following appropriate due process. Appeals of short-term suspension must be made at the site level, in writing to the principal.
- G. Long-term, out of school (11-180 days) suspension. Due process must be followed and student must remain off campus for the duration of the suspension. Student may be eligible for placement in the District Alternative to Suspension program.
- H. Expulsion is the permanent removal from all Alhambra District Schools.

### **Due Process**

Students referred for discipline are guaranteed the following due process rights:

- Notice of the charges, nature of the evidence supporting the charges and the consequences if the charges are proven true.
- Notice of a right to a hearing at which time he or she may respond to the charges.
- A fair hearing, including the right to present witnesses and evidence.
- A fair and impartial decision.

### **Getting Along Together**

The Getting Along Together K-8 program is a social problem-solving curriculum designed to teach children to think critically, solve problems non-violently and work in teams effectively and cooperatively. The Getting Along Together program sets in place school-wide processes for preventing and resolving problems among students as well as between students and teacher.

### **Interrogations and Searches**

It is the responsibility of the school administration to make an effort to act on behalf of the parents/guardians in their absence with respect to interrogations by law enforcement officials. A parent/guardian may, or a school administrator will, be present during these interrogations, except when interviews are conducted by a Department of Child Safety worker pursuant to A.R.S. §8-224(B) and A.R.S. §8.546.01(C)(2).

The administration reserves the right to search and seize when there is reason to believe that material or matter detrimental to health, safety, and welfare of student(s) exists. A safe and harmonious campus is of vital importance to all of us. Your support in this matter is necessary and appreciated.

### **Jurisdiction Before/After School**

According to Arizona law (A.R.S. 15-341) the Governing Board has the authority to discipline students for disorderly conduct on their way to and from school. The Governing Board also gives the school administration authority to discipline students for disorderly conduct and other offenses at school-sponsored activities. The District may pursue disciplinary action against students for trespassing violations and acts of vandalism to District/school facilities and property when occurring after school hours, weekends, holiday breaks and summer recess. Restitution will be sought for property damage and loss.

### **Positive Reinforcement/Student Recognition**

Many positive rewards will be presented to those students displaying proper conduct and a positive attitude during the year. These include site determined incentives as well as recognition assemblies that recognize character and positive citizenship.

### **Responsible Thinking Process**

The Alhambra School District implements the Responsible Thinking Process (RTP) Program district-wide. This process is designed to teach students to develop a sense of responsibility for their own lives and those around them and gives students personal accountability for their actions. If a student chooses an action that does not follow school rules and subsequently disrupts others' learning they will engage in the RTP process and the teacher asks the student to evaluate his/her actions, and make a responsible choice about subsequent behavior. The questions are:

- What are you doing?
- What are the rules?
- What happens when you break a rule?
- Is that what you want to happen?
- What do you want to do now?
- What will happen if you disrupt again?

By following the Responsible Think Process and making responsible choices, each student helps to create a classroom environment that maximizes the time spent on teaching and learning. A student who does not make responsible choices will be removed from the classroom to the RTP Room where he or she will complete a written Behavior Action Plan.

### **Student Discipline History**

The Every Student Success Act (ESSA) requires that all schools transfer the disciplinary records of students with respect to a suspension or expulsion. Upon transfer of a student to another school within the District, the transmitting school shall provide the receiving school with the student's complete record of prior disciplinary reports, including those incidents that no formal disciplinary action was taken. The Alhambra School District honors expulsions, long-term suspensions, and alternative education placements assigned by other educational institutions for students applying for enrollment in Alhambra Schools.

### **Suspension and Expulsion of Students with Disabilities**

Students placed in special education programs will be expected to abide by the rules of conduct established for all students. When misconduct occurs, procedures for such suspensions and expulsions shall meet the requirements and regulations of the Individuals with Disabilities Education Act (IDEA) and state statues.

## **Food and Nutrition**

The Alhambra School District provides quality breakfast and lunch programs for all students to ensure students receive the nutrition they need to stay focused for the school day. Each month the menus are sent home with the students and are also posted on the District website.

### **Meal Charges/Payments**

Parents/guardians can pay for school breakfast and lunch at their school site cafeteria or can pay on-line and manage students account balance, and also receive alerts through the Titan School Solutions website program. Parents/guardians may put any amount of money into the account for their child(ren). Students may also pay cash for lunch. Families may also apply for the free or reduced breakfast and lunch program. The application is available online. Simply visit, from any computer or mobile device, <https://family.titank12.com/6TR85Q> to access this program. If you need assistance or do not have a computer or mobile device, please visit your local school office



for assistance. The Federal Income guidelines are provided. Only one online application needs to be completed per family. Meal prices are as follows:

<u>Meal Type</u>	<u>Meal Prices</u>
Breakfast, No Charge	Breakfast in the Classroom District Program
Lunch, Reduced	\$0.40
Lunch, Paid	\$2.30
Lunch, Adult	\$3.45
Mini Lunch, Adult	\$2.70

The cafeteria clerk verbally reminds a student when his/her meal account has only three (3) meals remaining on their lunch account. In addition, the household will be provided low balance alerts in writing or through email alerts through the online Titan Family Portal. All students with insufficient funds will NOT be denied lunch and they will be provided an alternate meal.

### **Lunch Times**

Arizona law requires schools to follow the Arizona Nutrition Standards. The Arizona Nutrition Standards are based off of the 2005 Dietary Guidelines for Americans, several studies and research programs. These standards apply to all foods and beverages sold during the normal school day. All students must go to the cafeteria at lunchtime and all grade levels are assigned specific lunch periods. Your school office or website can provide you that information. Parents/guardians are permitted to join your child for lunch. The adult must sign in at the front office and adhere to the grade-level assigned lunchtime. *There is no outside food service* (e.g., McDonald's, Burger King, Taco Bell, etc.) allowed in the cafeteria. Sack lunches are permitted. Milk can be purchased to go with sack lunches. Soda pop or other carbonated drinks are not allowed with either school meals or sack lunches.

### **Cafeteria Expectations**

Students must follow the direction of the Cafeteria Staff, duty teacher and teaching assistants. They are to use quiet voices, remain in their seat and not move around the cafeteria. Socially acceptable behavior is required. Students are to leave their eating area in a clean condition; this includes the table, bench, and floor areas. Students are not to take food or drink from the cafeteria. Students are to dispose of trash and return trays in a proper manner. Students must go directly to their assigned field and not loiter in or around the cafeteria/buildings.

### **Food in Classrooms**

The Maricopa County Department of Environmental Services requires that food brought into the classroom for snacks and parties come from a commercial source. No homemade baked or prepared items are allowed.

## **Health Information**

The health office at each site is open thirty (30) minutes before school, during the school day and thirty (30) minutes after school. In the event of illness or accident, the student will be referred to the health office. At the time of registration and at the beginning of each school year, the parent/guardian is to fill out an Emergency Information Card. Please be sure your Emergency Information Card is *correct* and *up-to-date*, with a *working* phone number. If parents/guardians cannot be reached, the school, acting in "loco parentis", will do what is in the child's best interest.

All persons picking up a student will be asked for picture ID and must be listed on the emergency information cards.

### **Chronic Illness**

In cases where medical documentation is provided to inform the health office regarding a long-term illness or an ongoing medical condition, this shall be referred to school staff that will work collaboratively to determine if a chronic health plan is necessary.

### **Communicable Disease/Illness**

For the well-being of all students, parents are expected to contact the school nurse when their student has contracted a communicable disease. Students sent home with a possible contagious disease, (e.g. Pink Eye, Impetigo, Ringworm, etc.) must be on medication for twenty-four (24) hours, and on return to school, they must have a note from their doctor stating the non-contagious status of the student. Students sent home by the health office, with a fever, *MUST* be fever free for twenty-four (24) hours before returning to school.

### **Dispensing Medication**

In order for medications to be administered at school, the following procedures must be followed:

- School Year Permission Form (JLCD-EA) to be submitted to the health office.
- Medication must be in the prescription container as dispensed by the pharmacist.
- Written directions/instructions from the physician or pharmacist and states:
  - Name of the Patient.
  - Name of the Medication.
  - Dosage.
  - Time medication needs to be administered.
- Medication must be dropped off to the school health office by an adult.

Permission may be granted for students to carry their inhalers, diabetic supplies/insulin or epinephrine injectors during the school day if the following process has been completed through the nurse's office:

- Parent/Guardian provides written permission for student to self-administer and carry the medication.
- Physician provides written statement and recommendations regarding student's medical condition through completing and submitting an individualized health care plan.
- Administering Medicines Consent Form (JLCD-EB) is completed and on file in the health office.

### **Emergency Card**

It is of vital importance to keep the students' emergency cards current. The following information must be provided on the emergency cards: 1) Current home address and telephone number where the parent/guardian can be reached 2) Place of employment and phone 3) Name of a person who is responsible for the student in the event parents/guardians cannot be located immediately if any emergency occurs.

Ailments such as diabetes, epilepsy, cardiac diseases, asthma, and allergies are some of the diseases, which should be noted on health records and discussed with our school health assistant.

Please notify the school office immediately when there is a change of address, telephone number, place of parent/guardian employment phone number, or a change in the emergency contact phone number. This is for your child's protection.

### **Immunizations**

Subject to the exemption as provided by law, Arizona Revised Statute 15-872 requires immunization and a student's immunization record must be submitted prior to enrollment and attending in a District school. A student shall not be allowed to attend without submitting documentary proof of compliance. Proof of immunization is defined as written documentation that includes the type of vaccine administered, the month and year of each immunization (except MMR immunization, for which the month, day and year is required), and the name of the physician or health agency administering the vaccine. Parents/Guardians must show proof of immunizations; and children will not be permitted to attend classes until the immunization history has been provided although a student may be conditionally enrolled provided that necessary immunizations have been initiated and a schedule has been established for completion of the required immunizations.

### **Pediculosis (Lice)**

Pediculosis is defined as live lice or viable nits. The symptoms of lice infestation are itching and/or the presence of lice and nits on hairy parts of the body, particularly on the head and neck. The Center for Disease Control (CDC) states that students diagnosed with live head lice shall be excluded from school until treatment has been initiated in accordance with recommendations from the CDC. Students may return to class after appropriate treatment has begun. Non-viable nits more than one-fourth ( $\frac{1}{4}$ ) inch from scalp may persist after treatment.

# Arizona Statutes/Laws



## Annual Notification to Parents Regarding Confidentiality of Student Education Records

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

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

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

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

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

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

Family Policy Compliance Office U.S. Department of Education 400 Maryland Ave, SW Washington, D.C. 20202-5901	Arizona Department of Education Exceptional Student Services 1535 W. Jefferson, BIN 24 Phoenix, AZ 85007
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This notice is available in English and Spanish on the ADE website at [www.ade.az.gov/ess/resources](http://www.ade.az.gov/ess/resources) under forms. For assistance in obtaining this notice in other languages, contact the ADE/ESS at the above phone/address.

*"Everyone Matters"*

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**EXHIBIT****EXHIBIT****HAZING****(To be displayed in school buildings and placed in student handbooks)**

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

**Definitions**

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

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

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

**Directions**

It is no defense to a violation of this policy if the victim consented or acquiesced to hazing.

In accord with statute, violations of this policy do not include either of the following:

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

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

**Reporting/Complaint Procedure**

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

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

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

- An investigation of the reported incident or activity shall be made within ten (10) school days when school is in session or within fifteen (15) days during which the school offices are open for business when school is not in session. Extension of the time line may only be by necessity as determined by the Superintendent.
- The investigator shall meet with the person who reported the incident at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation. Confidentiality of records and student information shall be observed in the process of making such a report.
- The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the Superintendent.

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



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

**(To be displayed in school buildings  
and in student handbooks)**

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

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying in any form will not be tolerated.

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

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

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

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



**EXHIBIT****EXHIBIT**

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

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

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

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

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

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

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



**EXHIBIT****EXHIBIT**

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

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

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

## STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

(To be displayed in school buildings  
and in student handbooks)

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

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

Complaints and grievances related to allegations of student violence, harassment, intimidation or bullying are to be filed in accordance with Board Policy JICK.

Provided that:

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

The guidelines to be followed are:

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

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

A student or student's parent or guardian may initiate the complaint process by completing Exhibit JII-EA.

**EXHIBIT****EXHIBIT**

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

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

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

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