



# Rogers Ranch STEM Academy



**2023 – 2024**  
**Student Handbook**



# 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 ~**

Dr. Robert Caplinger, Principal

#### **Cheatham Elementary School**

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

#### **Desert Meadows School**

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

#### **Estrella Foothills Global Academy**

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

#### **Laveen Elementary School**

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

#### **M. C. Cash Elementary School**

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

#### **Paseo Pointe School**

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

#### **Rogers Ranch STEM Academy**

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

**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



Mrs. Megan Hamburg, Principal

Mrs. Jessica Neill, Asst. Principal

*An A+ School of Excellence™*

July 2023

Rogers Ranch Families,

It is with great anticipation that we welcome you and your family to the 2023-2024 school year at Rogers Ranch! The Rogers Ranch staff is dedicated to working with our families to ensure that all students feel connected to our campus as they strive to reach their goals; academically, socially, and emotionally.

At Rogers Ranch we “Ride with P.R.I.D.E.” We are Positive, Responsible, Innovative, and Demonstrate Excellence. Continuing to sustain a positive Rogers Ranch community is a focus. We will continue to build a positive school community, set academic goals, and reflect on our achievements throughout the year. In order to maintain a positive and safe school environment for all students, please make sure to complete and sign all areas of the 2023-2024 student handbook.

We encourage families to take advantage of formal and informal opportunities to become at Rogers Ranch School. One of these opportunities would be to attend our monthly Booster Club meetings. Attending Booster Club meetings provides an avenue to share ideas and information with school administration. We are also looking forward to continuing to excel our STEM programs at Rogers Ranch and will be hosting multiple STEM nights throughout the school year. These are opportunities to build partnerships between the school and community.

Our school theme for the year is, All Means All. As we begin the year, our goal is to work collaboratively with our families in order to have open communication and problem solve together. Our focus is always on student success. If families have any questions or concerns during the year, please let us know. We look forward to seeing you at Meet the Teacher Night on Thursday, August 3rd. Thank you for choosing Rogers Ranch. We are looking forward to a great year!

In partnership,

*Megan Hamburg*

Megan Hamburg, Principal

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**Rogers Ranch STEM Academy**

6735 S. 47th Avenue | Laveen, Arizona 85339 | 602-304-2030

<https://rogersranch.laveenschools.org>

## Rogers Ranch Philosophy

**Vision:** A community invested in driving student success for ALL.

**Mission:** Rogers Ranch believes that through reflection, inclusive collaboration, growth, and relationships we nurture a culture of equity and success for all stakeholders.

**STEM Vision:** We prepare students to excel in stem field of study and succeed in twenty- first century careers as leaders and innovators.

**Collective Commitments:** Relationships, Intentional, Collaboration, Reflective, Consistency, Accountability

**We are the Mustangs and we ride with P.R.I.D.E.**

We are ...  
Positive  
Responsible  
Innovative  
Demonstrate  
Excellence

Rogers Ranch is dedicated to providing a safe and respectful school environment. The Rogers Ranch staff believes that ALL students can exhibit appropriate school behavior to set them up for success socially, emotionally, and academically. Families, students, and staff members must all work together to provide a positive learning environment and model P.R.I.D.E. behavior. To

help guarantee student safety and a positive social and educational climate, it is important students' show our P.R.I.D.E. at all times.

Discipline will be administered when any individual's actions threaten the safety of others or interfere with the right of teachers to teach and students to learn. Students are reminded that any staff member or designated parent volunteer in the school has the right and responsibility to correct unuly individuals at any place and at any time. Students are accountable to school and district rules from the time they leave their home lo school until the time they return home.

Students that do not exemplify Mustang P.R.I.D.E. Philosophy are subject to the following consequences.

Appropriate consequences include:

- Parent contact
- Parent, teacher, administrator, student conference
- Lunch or after-school detention
- In School Detention
- Out of School Suspension
- Community service

\* Confinement may be used for disciplinary purposes as per A.R.S. 15-843 and Laveen District

Policy JK - Student Discipline

# 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 in 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 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 for 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

### **1<sup>st</sup>-8<sup>th</sup> 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 and 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, their absence will be recorded as 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 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, they cannot leave until they are dismissed at the end of the day unless:

- A parent or guardian picks up a student and formally signs him or 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 or 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 the necessary materials. A tardy student with a legitimate excuse must present a parent or guardian-authored note to the office to verify the excuse. Repeated tardiness 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. The Teacher(s) will be able to provide information to parents or guardians as to the general efforts made by a child in attendance for less than the required twenty days.

## **BICYCLES, ROLLER BLADES, AND SKATEBOARDS**

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

## **BUSES**

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

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

Surveillance cameras may be utilized on school buses. Video and/or audio surveillance are used by the district primarily to aid 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 the bus is in motion.
- Keep hands, feet, and objects to yourself.

### **Be Respectful**

- Listen to follow bus the driver's or associate's 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 your assigned seat and keep the aisles clear.
6. Keep your entire body inside the 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 or musical equipment must be able to be secured and may not take a seat needed by 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 and the right to appeal disciplinary action. If an infraction is deemed serious enough by the school administrator, the student may be denied bus-riding privileges on all buses for the 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, lunch, and after-school meal program. The meals we provide are nutritionally balanced, appetizing, visually appealing, and offer a variety of choices. Breakfast is served for free to all enrolled students daily, beginning 30 minutes before the start of school, either in the classroom or in the cafeteria, depending on the school. The breakfast, lunch, and after-school meal programs receive federal reimbursement to assist families and students. We wholeheartedly support the USDA school meal initiatives that underscore our national health responsibilities to assist in preventing America's high rates of heart disease, diabetes, obesity, and some forms of cancer through good nutrition.

### **Meal Consumption**

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

## **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](http://www.EZSchoolPay.com). To register your children 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](http://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 an alternate meal that meets all USDA meal requirements. Students will never be denied nourishment due to a 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 that a new meal application must be submitted every school year. For faster processing, submit one online application per household at [www.EZMealApp.com](http://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 and math, and other assistance are 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 are 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 school meal choices. Contact our Nutritionist at [specialdiets@laveeneld.org](mailto:specialdiets@laveeneld.org) to initiate this process. If your child's special diet request is related to religious or other non-medical preferences, please contact your cafeteria manager to discuss how we can tailor daily choices for your child, or visit [laveen.nutrislice.com](http://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 for peanuts and peanut butter when providing snacks or packing their child's lunch to be eaten at school. Additionally, we do our best to avoid pork products on our school menus.

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

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

**Can I bring cookies or other treats to class for my child’s birthday party?** Yes, you can bring commercially prepared food items to class for parties and other special occasions. Due to county and state health requirements, homemade baked goods cannot be brought to school. In the best interest of your child and those of other children in the class, healthy treats like fruit, yogurt, and whole-grain baked goods are encouraged and can be fun treats for children of all ages. 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](http://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 children on an occasional basis. If interested, please visit [www.laveeneld.org](http://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 them and not shared with other students. Due to federal and state regulations, homemade baked goods, soda, and outside food service items (i.e. McDonald’s, Taco Bell, etc.) cannot be distributed or shared with other students.

## **DIRECTORY INFORMATION**

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

- A. The student’s name
- B. The student’s address
- C. The student’s telephone listing
- D. The student’s date of birth
- E. The student’s grade level
- F. The student’s dates of attendance

G. The student's most recently attended educational agency or institution  
Following this notification, parents have two (2) weeks to advise the District in writing of any or all of the items they refuse to permit the District to designate as directory information about their student.

### **DISTRICT ATTENDANCE BOUNDARY**

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

\*Paseo Pointe 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](http://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 meeting or exceeding grade-level academic standards in a timely manner. ELD instruction is guided by the English Language Proficiency Standards (ELPS) using a Structured English Immersion (SEI) model or a Dual Language Immersion model.

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

### **EMERGENCY EVACUATION, LOCKDOWN AND FIRE DRILL**

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

The student must attend school on the day of the athletic competition or 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 or dentist to be able to participate in the after-school sports competition or 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 or he will not be able to participate in any after-school activity for the day(s) of consequence. This includes athletic practice, competitions, and academic and non-academic after-school activities. This includes traveling with the team or 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 or club for the remainder of the season (sports) or grading period (club). Suspensions for weapons and narcotics will result in the immediate removal of the student from the team or club for the remainder of the season (sports) or grading period (club). The administration has the discretion to adjust the policy depending on individual situations.

### **Criteria For Student Participation In 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 biweekly basis.

An athlete becomes *academically ineligible* if he or 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 their 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, they 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 or her grades, he or 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 students first and athletes 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" is 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 Arizona's rigorous academic standards. Therefore, we are utilizing a standards-based grading system that allows us to better communicate with parents on the progress students are making toward mastering the content standards.

Report cards will be distributed quarterly, and will include both an academic grade and an effort grade for each subject. The academic grade is intended to report a progress score aligned with 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 for 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 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](http://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 at the end of this handbook.)

## **HEALTH SERVICES**

### **Address/Telephone Number Change**

For the protection of our students, a current Health History form should be filled out annually. Parents should notify the school office immediately when there is a change of address, home or parent-work telephone number, or 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 with the original prescription container with the student's name, the 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, or diabetes. In these exceptional circumstances, arrangements must be made in advance with the district nurse.

Please be advised that 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 fill out the proper paperwork for dispensing them. Without proper documentation, it will not be dispensed.

## **Immunization**

Children must have proof of ALL required immunizations, or 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 the doctor or the 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 or she is no longer sick or contagious to others, and he or 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:

Illness	Symptoms

<b>Fever</b>	An oral temperature of 100 degrees Fahrenheit or higher. The child may return to school when he/she has been <b>FEVER FREE FOR 24 HOURS</b> without the use of fever reducing medication.
<b>Breathing</b>	Difficulty breathing, audible wheezing, or hard coughing.
<b>Diarrhea</b>	Three or more watery, loose stools in the previous 24 hours.
<b>Vomiting</b>	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.
<b>EYES/NOSE DRAINAGE:</b>	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 returning to school.
<b>SORE THROAT</b>	Sore throat when fever or swollen glands are present.
<b>RASH:</b>	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.

<b>ITCHING:</b>	<b>Persistent itching or scratching of the body or scalp, visible head lice or scabies.</b>
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Please notify the school whenever your child is sick, and indicate the specific illness or symptoms. If you have taken your child to your healthcare 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 primary care providers and cannot make a medical diagnosis. Do not send ill students to school to be evaluated by the Health Office.

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

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

### **KIDS CLUB – Before/After School Care and Tuition Preschool**

The Kids Club Program offers carefully planned, well-supervised activities for children in kindergarten through sixth grade. There are many opportunities offered through the program that are designed to interest your child and foster his or her social/emotional well-being, physical health, 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](mailto:KidsClub@laveeneld.org).

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

### **LIBRARY**

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

### **Parental Access to Library Books and Materials**

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

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

### **LOST AND FOUND**

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

### **MAKE-UP WORK**

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

### **MCKINNEY-VENTO HOMELESS ASSISTANCE ACT**

Are you currently experiencing a temporary living arrangement due to eviction, foreclosure, job loss, or a traumatic event? Laveen Elementary School District offers services to families through the federal McKinney-Vento Homeless Assistance Act. The Act allows 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 or motel
- Living in a situation where there is a 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/](http://www.laveenschools.org/about-laveen/registration/open-enrollment/)

### **PARENTS' RIGHT TO KNOW**

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

### **PHOTO AND VIDEO USE**

Your child may be photographed and/or videotaped in a school-related setting. These pictures and/or videos may be reproduced in the media and/or school-related publications such as, but not limited to, newsletters, brochures, school or 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 evaluated 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 or she obtains a score on the reading portion of the state assessment that demonstrates the student's reading skills fall far below the third grade level, unless the student qualifies for one of the following exemptions:

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

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

### **Promotion from Eighth Grade**

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

### **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 expectation 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.)

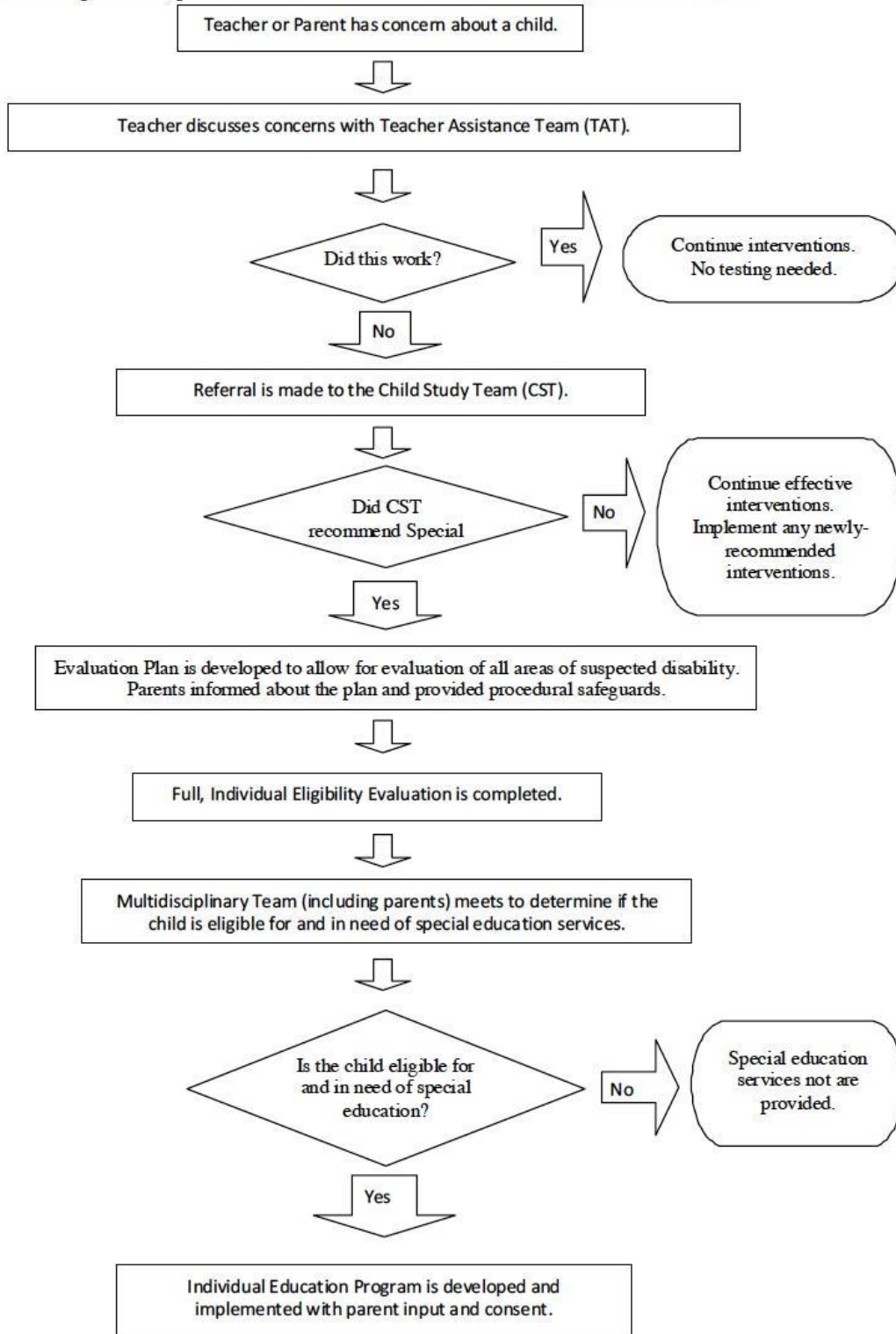
### **Child Find**

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 the services needed for them to reach their developmental 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 the 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 be conducted by a multidisciplinary evaluation team to determine eligibility and the 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 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 IDS**

At the start of the school year, every student will receive a school ID badge, badge holder, and lanyard. Students are required to wear their ID's at all times when on campus. This ID is required for students to access breakfast and lunch at the cafeteria and to use district transportation. In case of loss or damage, replacement IDs, badge holders, and lanyards can be obtained from the front office at a reasonable cost. The total cost for an ID is \$4 which includes the plastic cover, ID, and lanyard. If they are only needing the ID, the total cost is \$2.

## **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 the District schools are expected to dress in the proper standard school attire. It is the parent's responsibility to ensure compliance with the dress code.

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

### **Tops:**

- **All white, navy, or light blue shirt with collar. No logos on the shirt. This may include, but not be limited to, a "polo" shirt or dress shirt.**
- **During the colder months, students may wear blue, white, gray, or black sweatshirts or sweaters in class. A combination of or pattern in these colors is permitted, but no**

**print or graphics unless it is a small logo. Sweatshirts and sweaters must be worn over a uniform top.**

- **Any undershirts must be uniform colors.**
- **No undergarments may show.**

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- **Any undershirts must be uniform colors.**
- **No undergarments may show.**

**Bottoms:**

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

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

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

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

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

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

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

- **Any print or graphics on clothing must be school appropriate.**
- **No undergarments may show.**

- All tops must have sleeves. Sleeveless tops and tank tops are not allowed.
- Clothing must be in good repair.

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

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

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

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

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

The Governing Board believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Board further believes a school environment inclusive of these traits maximizes 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 at the end of this handbook for additional information, including definitions of bullying, harassment, and intimidation.

### **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](http://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 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 2023-2024 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. 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.

### **Public Conduct on School Property**

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

Behaving in an aggressive manner, being disrespectful, yelling, cursing, using profanities, making threats whether implicit or implied, acting disrespectfully, and refusing to follow lawful directions of school officials interferes with and is disruptive to the school and will not be tolerated.

### **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..."



