



2011/2012 MUSD
Elementary H
andbook
for Parents and Students

Butterfield Elementary School
Maricopa Elementary School
Pima Butte Elementary School
Saddleback Elementary School
Santa Cruz Elementary School
Santa Rosa Elementary School

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Educating Children Since 1918

MARICOPA UNIFIED SCHOOL DISTRICT MISSION

Ensure all students achieve their potential in school, career and life by unifying students, staff, curriculum and community in a safe, supportive, challenging, empowering and innovative learning environment.

MUSD GOVERNING BOARD

Scott Bartle, President
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**Maricopa Unified School District No. 20
44150 W. Maricopa/Casa Grande Highway
Maricopa, AZ 85138
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**THIS HANDBOOK WILL BE REVIEWED ON A REGULAR BASIS
AND MAY BE MODIFIED OR CHANGED AT ANY TIME**

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ENTERING AND WITHDRAWING FROM SCHOOL

Registration

Registration is held at all district schools during the school year and summer break. To register in school for the first time, a birth certificate or baptism certificate is required by state law. Official immunization records must be submitted and reviewed before a student can be fully enrolled. Parents/guardians will be asked to fill out required registration forms.

When students are injured and/or sick, it is imperative that we contact parents/guardians quickly. Please inform the school office of any changes in phone numbers and/or contacts on a regular basis.

Admission to Kindergarten

The district believes that a solid kindergarten program creates the foundation of learning as students begin their academic career. For this reason, the following kindergarten options are available for families.

Full Day Kindergarten Program

This full day program will allow students to fully develop their academic skills. It will be offered to families who have children born before September 1. In addition to the regular kindergarten curriculum, they will be able to participate in enrichment activities and specials.

½ day Kindergarten Program

This ½ kindergarten program will be offered to families who have children born before September 1. The regular kindergarten curriculum, supported by the state standards, will be taught in the classroom. Lunch will not be offered to these students.

Early Kindergarten

Any student born between September 1-December 31 and will be turning 5 years of age during this time period is eligible to be assessed for admittance into Kindergarten. Each site sets the assessment dates and times, but all sites use the district assessment.

Enrollment Data

Every year parents/guardians will be asked to complete an enrollment form. Please provide the information requested. **THERE MUST BE SOMEONE LISTED ON THE FORM WHO CAN BE CONTACTED BY TELEPHONE DURING THE SCHOOL DAY.** This form is used by the nurse and the office to contact parents in case of absences, illness, or accidents. It is very important that phone numbers, places of employment, etc. are kept current for the child's protection. It is necessary to notify the office of any changes during the school year.

Immunizations

State law requires immunizations against rubella (measles), poliomyelitis, and diphtheria. State law also requires that parents provide an immunization history and official immunization records for each child at the time of registration. Students will not be admitted without immunizations being current. Parents are asked to inform the school nurse of any immunizations received during the year so that school records can be kept up-to-date. Children can be exempted from immunizations in the following circumstances:

- If a physician certifies that one or more of the immunizations would endanger the child's life
- If parents/guardians submit a signed statement that immunizations are contrary to their religious beliefs

Although the law allows exemptions, the County Health Department may tell the school to exclude a child from school if there is an outbreak of any of the diseases listed above.

Transfers and Withdrawals

If you plan to move, please let the school know at least three days in advance. It is expected that outstanding fees will be paid and all textbooks, library books, and band instruments will be returned in good condition or paid for before the withdrawal process is completed.

The Maricopa Unified School District must notify parents of students attending Title I School-wide and Title I Targeted Assistance Programs that parents may request information on the professional qualifications of the student's teacher. The information must state if

- the teacher meets State Qualifications and licensure requirements,
- the teacher is teaching under an Emergency Teaching Certificate,
- the teacher has a baccalaureate degree,
- the child receives services from a paraprofessional and
- the qualifications of the paraprofessional.

ATTENDANCE POLICY AND PROCEDURES

Our goal is to ensure the attendance of students and to promote a school culture of academic achievement. The parent or guardian is charged by law with responsibility for the student's consistent school attendance. The superintendent/principal designee will enforce the laws regarding attendance with consideration of the variables that affect children and families. They will place emphasis on the prevention and correction of the causes of absenteeism.

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responsibility for the student's consistent school attendance. The superintendent/principal designee will enforce the laws regarding attendance, with consideration of the variables that affect children and families. The superintendent/principal designee will place emphasis on the prevention and correction of the causes of absenteeism.

Parent and Student Responsibilities

Parent and students should be aware of the attendance policy. Students should attend class all day. Parents need to call the school prior to 8:00 a.m. to inform the attendance clerk the following information:

- Parent's Name
- Student's Name
- Student Teacher's Name
- Reason for Absence (i.e. Flu, Strep Throat, Asthma)
- Contact Phone Number

Parents and students need to verify absences in writing within 24 hours. Keep a file at home to hold originals of doctor's excuses, court summons, funeral notices, etc. Arrange for doctor and dentist appointments after school. Students need a full instructional day. Parent's and/or guardians need to inform the school of any changes or corrections necessary to keep the contact phone numbers up to date.

PLEASE NOTE: As per ARS 15-802, a student absence can only be excused by the school principal. A note or phone call from a parent/guardian does not automatically excuse the absence.

Parent Notification

The school shall make a reasonable effort to promptly telephone and notify parents or guardians of an absent student within two hours after the start of school.

1. Excused Absences: The following reasons will be accepted as excuses for being absent:
 - a. Verified Legal Appointment, such as court
 - b. Religious Holiday
 - c. Funeral/Death in the family
 - d. Verified illness or hospitalization
 - e. Communicable Disease (Flu, measles, etc.)
 - f. Pre-approved Request/Special Circumstance (i.e. family vacations)
2. Absences will only be excused if the office receives written verification within 24 hours of the student returning to school. **Any absence unverified by the end of the next school day is considered unexcused.**

3. Students who go on field trips or engage in other school related/sponsored activities are counted present in school.

Consequences for Absences:

1. After three absences the student will receive an attendance policy warning. A "First Notice" truancy letter notifying the parent/guardian of the missed days will be sent home. The primary purpose is to advise the parent/guardian that the student's grade may be affected due to the absences.
2. After five absences the student may be placed on an attendance contract and a "Second Notice" truancy letter will be sent home. A parent conference may be scheduled and parent(s) may be referred to the court system for truancy citation. Students who violate an attendance contract may be removed from the school.
3. Students with excessive absence, (over 10) will be subject to the laws of Arizona in regards to attendance and will receive a "Final Notice" truancy letter. The School Resource Office/Truancy Officer per Arizona statute may cite the student or the parent for truancy. Excessive absences affect the student's grades. The student will be placed on a retained status for the current grade level for the following year. Administration may require medical documentation for excessive or habitual absences.
4. After 10 days of consecutive absences, the state requires schools to automatically withdraw the student.

Pre-Approved Requests/Special Circumstance

In certain circumstances when it is necessary for a student to be absent for an extended amount of time, notification should be made to the school at least ten (10) days prior to the absence. Filing a request does not guarantee approval. The following criteria will be considered.

- Grades – must have a passing grade in each subject
- Attendance – amount of prior absences/tardies
- Behavior – prior referrals, disciplinary actions, etc.
- Students must arrange all class work prior to the absence and complete all work by a determined date

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Make-Up Policy

When students are absent (excused), they will be allowed to make up assignments as follows:

- The student is responsible for getting all missed work from the teacher(s)
- The student will be granted time to complete missed work equal to the time missed (i.e. one make-up day for one day absent)
- When a student absence is unexcused the student may not make up the work for credit

Truancy Violations

ARS 15-802, a parent of a child between six and sixteen years of age or a person who has custody of a child, who fails to enroll or fails to ensure that the child attends school pursuant to this section is guilty of a Class 3 Misdemeanor.

Arizona's Truancy Laws (ARS 15-802 and 15-803) define two circumstances when a student may be cited for failing to attend school:

1. A student is "habitually truant" when he or she has five or more unexcused absences from school. "Truant" means an unexcused absence for at least one class period during the day.
2. A student has "excessive absences" when the student misses more than 10 percent (18 days) of the required number of school days per year, whether the absence is excused or unexcused.
3. Students with excessive absences may be **retained** in the current grade level for the following school year.

If the student experiences a significant number of excused/unexcused absences or trancies, both the parent and the child could be issued a citation for violation of the truancy law. A citation would require that both the parent and the child appear in court regarding this matter.

Kindergarten Contracts

Parent/Guardian of kindergarten students under the age of six (6) must sign an attendance contract. By signing the contract, the parent/guardian is stating compliance to the attendance policy. If a kindergarten student under the age of six is absent five (5) days within the first 100 days of school, the student will be withdrawn from school due to age (W6). Developing good attendance habits early is imperative to the student's education.

Sign-In / Sign-Out Sheets and Leaving Campus

There are sign-in/sign-out sheets located at the front office, health office, counselor office and the disciplinary office. Every time a student visits one of these locations, they must sign-in and sign-out. These

sheets are turned into the attendance clerk daily to assure attendance is taken appropriately.

Students may not leave the school grounds after they arrive in the morning for any reason unless they have a dated, signed note from a parent, which is approved by the principal. **FOR THE SAFETY OF YOUR CHILD, ALL STUDENTS MUST BE SIGNED OUT THROUGH THE OFFICE BEFORE THEY CAN GO HOME. PROPER IDENTIFICATION MAY BE REQUESTED OF A PARENT OR THE DESIGNATED ADULT. Parents are to go to the office to pick up the student.**

Student Tardies

Maricopa Unified School District recognizes the importance of students assuming the responsibility of being on time to class. A student will be considered tardy if he/she is not inside the classroom when the tardy bell rings. If a student abuses the tardy policy, appropriate disciplinary action will be applied.

1st Tardy – Warning

2nd Tardy – Detention

Excessive Tardies – Office Referral consistent with Genesis Discipline Category/Violation list. See page 19 for more detailed information.

Student Pick-Up Signing Students In and Out of School

For the safety and protection of the student, he/she cannot be taken from school, before regular dismissal time, without a parent/guardian physically signing out the child. Photo identification will be required of persons other than a parent/guardian. **A student will not be excused to leave school on the basis of a note or telephone call.** Student must be signed out in the front office by a person at least 18 years of age. A student may be allowed to leave with someone other than the parent only if the parent has notified the school of such an arrangement in writing or if the person is listed on the emergency card.

Only parent or legal guardians may authorize check-out of a student. Only individuals designated on authorization list may pick up student. If a student leaves school during the day, and does not check out at the attendance office, it is considered an unexcused absence and classified as ditching. Students are not permitted to leave school without permission. Parent/guardian must show picture ID and must go to the Attendance Office and sign the student out of school.

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SCHOOL RECORDS

Parental Custody

In most cases natural parents shall be given reasonable access to their children at school and to their children's official records. Exceptions to this will be made in cases in which one natural parent has been awarded sole or partial custody of the child and there are certified court orders restricting the access rights of the other parent. The legal guardian must be responsible for notifying school officials of the conditions of the guardianship by providing the legal paperwork. In the absence of any court order both parents have equal access to student information and their children.

Student Records

Parents/guardians have access to their child's school records. School employees respect the privacy of student records and recognize that only important, factual information should be in permanent records. In addition, Board Policies and State Law limit information that can be given to people outside Maricopa Unified School District without permission of parents. Maricopa Policies on access to student records and other information; and parent and student rights comply with the Family Educational Rights and Privacy Act of 1974. Specific procedures for reviewing records are available at the school office.

PARENT'S GUIDE TO CHILD ABUSE REPORTING REQUIREMENTS FOR SCHOOL PERSONNEL

The law covering the mandatory reporting of child abuse has recently changed and the obligation for school employees is greater than ever before. The duty to protect children from child abuse, sexual abuse, and neglect is one that is incumbent on every school district employee. It is important that parents and families understand these obligations and the ramifications on school personnel. The following guidelines are designed to clarify what these new obligations are.

What triggers an obligation to report?

A.R.S. §13-3620 provides that anyone who "reasonably believes" that a minor is or has been the victim of physical injury, abuse, and child abuse, reportable offense or neglect that have been inflicted on the minor by other than accidental means or that is not explained by the available medical history as being accidental in nature shall immediately report or cause reports to be made of this information to a peace officer or to child protective services in the Department of Economic Security. This means that if a school employee hears a rumor, overhears a conversation or by any other means, becomes aware that a child may be the subject of physical injury, sexual abuse, or neglect that employee has an obligation to report. It is not necessary to have visual or actual evidence of abuse to trigger the reporting requirement. Staff is bound by law

to not discuss or share any information to any person unless specifically authorized by applicable law or court order.

INSTRUCTIONAL PROGRAM

Grading

The grades come from a percentage standard. The percentage will be based on the following scale:

A	90-100%	Exceeding the standard
B	80-89%	Meeting the standard
C	70-79%	Barely meeting the standard
D	60-69%	Approaching the standard
F	59% & below	Falls Far Below standard
E	Excellent	
S	Satisfactory	
N	Needs Parent Help	
U	Unsatisfactory	

The following are used to evaluate a student's progress: teacher observation, classroom performance, criterion referenced tests developed by MUSD, and AIMS (Arizona Instrument to Measure Standards).

Homework and Study Habits

The purpose of homework is to provide additional practice on previously introduced skills or to enrich classroom experience. Homework includes such activities as brief drills, reading, collecting information, sharing ideas with parents/guardians and providing project/assignments in which students, must utilize their time in creative thought.

Homework will be assigned consistent with the developmental level, special needs, potential, and achievement level of the individual student. Students, regardless of their intellectual capacity, should understand that mastery of skills is not always possible within the time constraints of the classroom. Homework will address the objectives of the instructional program. Good study habits will aid them the rest of their life. To supplement work in class, teachers often give additional assignments to help in understanding of the subject. Students can gain satisfaction from a well-done homework assignment. **REMEMBER, PRACTICE MAKES PERMANENT.** Parents and students need to work together finding a suitable time and place at home to do homework.

Honor Roll

MUSD elementary schools have established an honor roll system to recognize outstanding academic achievement every grading quarter. Grades for reading, writing, math, science and social studies will be considered for the honor roll. Honor Roll Students will be recognized. Celebrations vary by site.

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Make-Up Work

Students will be allowed the same number of days to make up daily assignments as the number of days missed. If work is not turned in within the designated time period, and no contact is made explaining the circumstances that necessitate an extension, a failing grade will be given. If possible, parents should request make-up work at least 24 hours before they intend to pick it up.

- Remember: Students are still responsible for class work missed during an absence

Progress Reports

The purpose of a student progress report is to communicate to parents/guardians their child's current achievement status in each curriculum area. Student progress reports will be sent home at midterm of each grading period and when significant changes are observed by a teacher. Report cards are sent home with the student at the end of every 9-week grading period and listed on school calendar. Parents are invited and encouraged to participate in their child's progress by scheduling visits to their child's classroom.

Parent/Teacher and Student Led Conferences

Parent/teacher conferences can be scheduled and requested during any point in the school year. Parents may call and schedule an appointment with the teacher. In addition, district dates are schedules for student led conferences each year. Parents/guardians and teachers are partners in the education of the whole child.

Promotion and Retention

Yearly promotion for students in grades K-5 is based on evidence of individual student progress in achieving mastery of learning objectives. The teacher shall make the decision based upon academic performance for promotion or retention of students in the common schools. Parents will be notified and a conference set up to discuss possible retention.

Retention will be considered if the student is failing or falling far below in at least two subjects, one or more of which should include reading, math, and language arts (grades K-5) and/or excessive absences in accordance to truancy laws.

Retention will be considered for a student having more than 12 absences per semester when it is contributing to poor academic performance. At the end of the second and subsequent grading periods, parents will be notified if a child is at risk for retention. Please note that in Arizona Revised Statutes the student's teacher has the authority to promote or retain students. Pursuant to Arizona Revised Statutes, IKE-RA, a parent may appeal to the Governing Board for reconsideration of any placement decision but has the burden of proof. It must demonstrate to the board that

the student has mastered the State Board adapted standards for that grade level.

Competency Requirements for Promotion of Students from Third Grade for School Years 2010-2011, 2011-2012 and 2012-2013

IKE-RB - Students who obtain a score on the reading portion of the Arizona Instrument to Measure Standards (AIMS) test, or a successor test that demonstrates the student is reading far below the third (3rd) grade level will not be promoted from the third (3rd) grade.

INTERNET AND TECHNOLOGY GUIDELINES

Internet User Agreement – Acceptable Use Policy

Technology is becoming an essential part of a child's academic experience. The Internet can be an excellent tool for extending learning opportunities through research, real time data, and viewing primary sources. Students learn valuable techniques for utilizing the World Wide Web for research and non-fiction writing assignments. Each student must have a signed Acceptable Use Policy (AUP) form (see Page 28 & 29) on file in the office in order to participate in classroom activities utilizing the Internet. Without a signed permission form, the student will NOT be allowed to participate in any aspect of learning opportunities that involve technology.

Inappropriate Internet Use

The following actions are not acceptable student behavior when using the Internet at school:

- Retrieving or displaying any material that is defamatory, abusive, obscene, profane, gang-related, sexually threatening or explicit, racially offensive or illegal
- Using personal instant messaging services
- Downloading games, music, files, software, or documents without permission from the teacher
- Revealing full name, address, phone number, personal email address, or other personal information over the Internet

Inappropriate Workstation Use

The following actions are not acceptable student behavior when using the computer work stations at school:

- Sharing username and password with others
- Using another person's account and password
- Gaining unauthorized access to or vandalizing the data or files of others
- Modifying workstation settings
- Stealing data, equipment, or intellectual property
- Using the network for illegal, inappropriate, or obscene purposes, or in support of such activities

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Consequences of Violations

The Maricopa Unified School District has a right to restrict or terminate information network access to students who violate the rules. MUSD also has the right to monitor network activity to ensure that the acceptable use policy is followed. Consequences of violations include but are not limited to:

- Parent notification
- Restitution to repair or replace intentionally damaged equipment
- Suspension of Internet, computer, or network access
- Revocation of Internet, computer, or network access
- School suspension

STUDENT SERVICES

Child Find

The Maricopa District is asking for parent cooperation and assistance in identifying children with handicapping conditions. If you know of any child needing special programming, please contact the office of Exceptional Student Services at (520) 568-5100 Extension 1017.

ELL Program

Our ELL program provides services to students who need assistance in learning English. Arizona law requires that children with a home language other than English be assessed for proficiency in oral language, reading comprehension and written communication. Following parent/guardian notification, students who are identified as limited English proficient may receive various forms of instructional support focused on English acquisition.

Exceptional Students Program

Students being considered for special education placement are screened, evaluated, and placed by a team. Special education programming at the school is implemented by a resource teacher who works directly in the resource room with exceptional students and in consultation with regular classroom teachers to help them better meet student needs. Parents of special education students share in making the decisions concerning their children's evaluation, placement, and program development. Parent information meetings are held as needed.

Food Service

All MUSD elementary schools have closed campuses. This means that students cannot leave campus without permission. Students may purchase a lunch from the school cafeteria or elect to bring a sack lunch from home. Written permission from a parent/guardian is needed for any K-5 student to go home for lunch. If a

student goes home for lunch regularly, a single note can be written and filed in the office.

The Maricopa School District participates in the National School Lunch/Breakfast Program that offers free and reduced prices to students who qualify. Information and applications are available in the office – these applications must be renewed each school year.

Weekly/Monthly payment is encouraged. Parents will be able to prepay for meals online. Student transactions will also be available to parents online. Students are expected to pay for their lunches and will be allowed three (3) charges at which time the child will receive a cheese sandwich and milk.

The District offers breakfast at no cost to all students each school day. Student lunch prices for 2012-2013: Full price: \$2.00 Free and Reduced: \$.40 Parents are always welcome to come and enjoy a meal with their child – visitors must purchase a separate lunch for \$3 or Breakfast for \$1.25. Parents are not allowed to take food from student trays. Call the food service department of your school should you have any questions or concerns.

Gifted Program

The goal of MUSD Gifted Program is to provide identified exceptionally talented students with individually appropriate instructional programs.

Health Services

The nurse's office is open from 8:00 A.M. - 3:30 P.M. and can be contacted by calling the school. During class time, a student must have a pass signed by a teacher to see the nurse (except in an emergency).

PLEASE REMEMBER THAT THE NURSE IS NOT A SUBSTITUTE FOR PROPER MEDICAL CARE AND CANNOT DIAGNOSE OR PRESCRIBE FOR YOUR CHILD. SICK CHILDREN SHOULD STAY HOME OR BE TAKEN TO THE DOCTOR. THE SCHOOL DOES NOT PROVIDE TRANSPORTATION FOR ROUTINE MEDICAL CARE.

The school nurse is prohibited by law from dispensing medication of any kind, including Tylenol, at school without a written order from a physician or parent. All medicine is to be kept in the nurse's office in the **original prescription container** with the student's name on it. Students cannot carry around medication of any kind at school. Please come to the office to complete a Medication Release Form if your child needs to take any medication during the school day.

Illness

If a student becomes ill at school, parents/guardians will be notified. The best place for a child who is ill is at home in the care of an adult. The school nurse is not

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allowed to diagnose an illness. If a student is ill or injured, the parent/guardian should check with a doctor before sending a child to school. Upon becoming ill at school, the student must obtain a pass from the teacher and go to the nurse. If necessary, the nurse will contact the parent to take the student home. In any emergency, the school nurse or an administrator will notify the parent/guardian. If deemed necessary, paramedics may be called.

Any student with, or recovering from, a communicable disease will not be permitted in school until the period of contagion is passed or until a doctor recommends a return.

IMPORTANT: We must have the names and numbers of persons to contact in case of an emergency if we are not able to reach a parent.

Medication Procedures

Students are not allowed to possess prescription drugs or over-the-counter medication, including cough drops while on school grounds during school hours and activities. All medication is to be taken directly to the school nurse by parents/guardians.

For occasions when it is necessary for a student to receive a prescription drug during the school day, the following procedure has been established to ensure the protection of the school and the student and to assure compliance with existing rules and regulations:

Administration by School Personnel

- The medication must be prescribed by a physician
- The parent/guardian must provide written permission to administer the medicine to the student. Appropriate forms are available from the school office
- The medication must come to the school office in the prescription container provided by the pharmacist. Written directions from the physician or pharmacist must state the name of the patient, the name of the medicine, the dosage, and the time it is to be given
- An administrator may designate a school employee to administer the medication
- Each administration of prescription drugs must be documented
- Drugs must be kept in their original container in a locked cabinet

Self-Administration of Prescription Drugs

- When the physician feels it is necessary for the student to carry and self-administer the medication, the physician shall provide written recommendations to be attached to the signed parent permission form

- The parent/guardian must provide written permission for the student to self-administer and carry the medication. Appropriate forms are available from the school office
- The medication must come in the prescription container provided by the pharmacist

Over-The-Counter Medication

When it is necessary for a student to receive a medicine that does not require a prescription order but is sold, offered, promoted, and advertised to the general public, the following procedure has been established to ensure the protection of the school and the student:

Administration by School Personnel

- Written permission must be provided by the parent/guardian for the administration of specific over-the-counter drugs
- Any over-the-counter drug or medicine sent by the parent to be administered to a student must come to the school nurse in the original manufacturer's packaging with all directions, dosages, compound contents, and proportions clearly marked. Student's name is to be clearly written on the container
- An administrator may designate a school employee to administer a specific over-the-counter drug
- Each instance of administration of an over-the-counter drug must be documented in a daily log
- Over-the-counter drugs must be kept in their original containers in a locked cabinet

Control of Student Medication

Use or administration of medication on school premises may be disallowed or strictly limited if it is determined by the principal, in consultation with medical personnel, that a threat of abuse or misuse of the medicine may pose a risk of harm to a member of the student population. The student shall take extraordinary precautions to keep secure any medication or drug, and under no circumstances shall make available, provide, or give the item to another person. The student shall immediately report the loss or theft of any medication brought onto school campus. Violation of this regulation may subject the student to disciplinary action.

Library

Students are encouraged to use the library in their school and draw from its wealth of materials as much as possible. Some general guidelines for behavior in the library are as follows:

1. Students need to use quiet voices and be respectful of others when using the library.
2. Students must have permission from their classroom teacher when using the library.

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3. Students should return materials to the library as soon as they are finished reading them to allow others to check them out.
4. Students who do not return books on time will not be allowed to check out additional books.
5. Students will be expected to pay for any library books or bar-codes they damage or lose.
6. Students are expected to read and share their readings with their families.

Preschool Program

The District Preschool Program is located at Santa Rosa, Santa Cruz and Maricopa Elementary School and operates three days a week, totaling 7 1/2 hours per week. Each session may accommodate the number of students allowed on our license. Priority placement is given for those students who qualify as requiring special needs according to state guidelines. Students who do not meet the guidelines may be admitted as space is available in the program through a mandatory screening program. Children who are 2.9 years of age and who have a handicapping condition may be included in the preschool program.

The Preschool Educational Program consists of educationally appropriate practices. Children are encouraged to make choices, develop vocabulary, increase listening skills, cooperate in play activities, and build mathematical concepts.

Transportation

Riding a school bus is a privilege and should be treated as such. Students riding district buses are expected to follow the guidelines for bus riders. Remember: bus drivers are authorized to assign seats.

ANY STUDENT WHO DOES NOT BEHAVE APPROPRIATELY ON THE BUS OR DOES NOT COOPERATE WITH THE BUS DRIVER CAN LOSE BUS RIDING PRIVILEGES FOR A PERIOD OF TIME OR FOR THE ENTIRE SCHOOL YEAR. REFUSAL TO OBEY ANY BUS DRIVER WHEN HE/SHE IS ENFORCING THE BUS RULES IS A SERIOUS OFFENSE! We ask parents to emphasize the absolute necessity of following the bus rules. Remember our drivers are entrusted with the lives of our young people and they must have support from all of us.

Drivers are not permitted to let students off the bus at stops other than the student's assigned bus stop without prior written approval of the principal. The parent must request this approval in written form. Once a child boards the bus, he/she becomes the responsibility of the school district. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the school day. An adult must meet kindergarten students at the bus stop.

All questions pertaining to transportation should be directed to the **Transportation Director at 520.568.5120.**

School Bus Safety

Arriving at pick-up point

- Be on time. Leave home in time so that you will arrive at the pickup point before the school bus
- If you have to walk along the road to reach the bus stop, walk on the left side facing oncoming traffic
- Walk on the shoulder of the road where possible, and not on the traveled portion.
- If other students are waiting at the bus stop, get in line without pushing or crowding and stay off the roadway

Boarding the School Bus

- Line up in single file, with younger students in front, so they can board first
- Wait until the bus comes to a complete stop before attempting to get on board
- Board the bus quickly but without crowding or pushing
- Never run on the bus, as the steps or floor may be slippery, especially in wintertime
- Place your foot squarely on the step, not on the edge and use the handrail
- Be particularly careful if you are carrying books or parcels, as it is difficult to see the steps and to hold the handrail
- Go directly to your seat and sit straight, well to the back of the seat and face the front of the bus

Conduct on the School Bus

- The bus will not move until all passengers are seated.
- Remain seated throughout the trip, and leave your seat only when the bus has reached its destination and comes to a complete stop
- Keep your books and parcels on your lap or put them under the seat or on the luggage rack
- Keep the aisle clear
- Do not talk to the driver except in case of emergency
- Avoid doing anything that might disturb or interfere with the driver. Refrain from loud or boisterous talking or yelling
- Never stick hands, arms, head, or feet out of the windows of the bus
- Do not open windows without the driver's permission
- Do not throw anything in the bus or out of a window; you might injure a pedestrian or force a motorist to make a dangerous maneuver

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- Do not touch the emergency door or exit controls or any of the bus's safety equipment.
- Do not leave litter in the bus
- Do not eat on the bus
- Obey promptly the directions and instructions of the school bus driver

Prohibited Items

- Tobacco products are not allowed in a school bus
- Alcoholic beverages shall not be carried in a school bus
- Insects, reptiles, or other animals shall not be transported in a school bus. [A.A.C. R17-4-606(G)97]
- No weapon, explosive device, harmful drugs, or chemicals shall be transported in a school bus
- Glass containers are not allowed on the bus

Exiting from the School Bus

Remain seated until the bus has reached its destination and comes to a complete stop. Do not push or crowd when leaving the bus.

Crossing the Highway

- If you must cross the road, walk to a point about ten feet in front of the bus, but do not cross until you can see that the driver has indicated that it is safe to do so
- As you cross the road, look continuously to the right and left. At an intersection, look in all directions
- Cross at right angles. Never cross the highway diagonally
- Walk briskly across the road, but do not run.
- Never cross the road behind the bus

Accident or Other Emergency

- In case of an accident or emergency, older students should help the driver to maintain order and assist younger students
- Stay in the bus unless otherwise directed by the driver
- If you have to leave the bus, stay in a group and obey the driver's instructions.
- Do not expose yourself or others to needless hazard
- Do not leave an accident scene unless authorized and released by medical personnel or district supervisor

Bus Routes And Schedules

The bus routes, stops, and time schedules are set up by the transportation department after looking at all routes and number of students riding busses. This is subject to change as the population changes. Once bus routes

and times are established at the beginning of each school year, students are required to be picked up and dropped off at their official stop. **If your child has your permission to go home with another student, you must write and sign a note to that effect. Your child then brings it to the office for approval, and then presents it to the bus driver when boarding the bus. Students will not be allowed to ride another bus without written permission.** Bus routes cannot be altered to accommodate individual conveniences, etc. The responsibility for getting the child to and from the designated stop rests with the parents.

SAFETY

Fire Drills

Fire drills will be held on a regular basis in conjunction with the Maricopa Fire Department. Teachers will instruct the students on the exit route from their classroom. Students should leave the room quickly and in an orderly manner, in a single line and remain that way at their designated location until the return signal is given. It is very important that all students remain quiet in order to hear important directions.

Lockdown Drills

Lockdowns are essential in case there is some kind of danger that would require students to be in their classroom and protected from any problems. A lockdown drill means that all students remain in the classroom with their teacher with the classroom door locked. No person (adult or child) will be able to walk the campus unless escorted by a designated school employee. It is very important that all students remain quiet in order to hear important directions.

GENERAL SCHOOL POLICIES

Care of Campus

A student body is often judged by the appearance of the school property. Care of the grounds, buildings, and equipment is the *responsibility of all students and staff*. Each classroom will be asked to help keep the campus clean and free of litter. Have RESPECT for your school and be proud to show it to your family and friends.

Celebrations and Birthday Parties

The school and teacher have a variety of ways for recognizing students' birthdays that do not interfere with instruction and that do not create inequities for children. State law requires that no home-cooked food be distributed to students during school hours. This practice is intended to protect students from the spread of communicable diseases.

Treats for birthdays should be scheduled through the classroom teacher, and may be given out during the lunch period or the end of the day, but not during

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instructional time. Please check with your child's school regarding birthday celebration guidelines. Due to food allergies in some classrooms, it will be necessary to check food items against buildings' allergy lists as established by your child's school. Birthday parties are not permitted. **Invitations for out of school parties cannot be brought to school for distribution.**

***Deliveries for students will not be accepted at school. (floral arrangements, balloon bouquets, etc.)**

The following foods are allowed as appropriate student snacks:

- pretzel mixes
- individual ice cream novelties
- frozen yogurt pushups
- 100% fruit drinks
- water
- flavored water
- fruit based smoothies
- fresh fruit
- flavored milk
- popcorn
- juice freezes

The following foods are NOT allowed as appropriate snacks into our school. These foods do not follow the school district's wellness policy.

- cupcakes (including cupcakes brought in for birthday celebrations).
- sheet cakes
- chocolate candy
- hard candy
- cookies
- carbonated beverages
- juice drinks less than 100% juice
- We must follow our District's Food and Student Wellness Guidelines.

Student Dress Code and Uniform Information

The school district has the responsibility to promote the basic rules of sanitation, safety, neatness, and modesty while on campus. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health, and welfare of self and others. Students will not dress in a manner that disrupts the learning process. Each student must keep in mind that he/she is a representative of the Maricopa Unified School District and the Maricopa community. The following is a summary and will provide you with guidelines. The entire policy is available at the office.

Uniform For boys:

- Any **SOLID COLOR** collared shirt
- School spirit t-shirt

- Khaki, blue or black pants or shorts. Side pockets are allowed, cargo pockets are not allowed
- Jeans are allowed and may be blue or black and must be clean, neat and fit appropriately. They may be pants or shorts
- NO piercings or tattoos (temporary or permanent)
- No hair dyes other than natural colors
- NO Mohawks, NO carvings or shaved hair designs

For girls:

- Any **SOLID COLOR** collared shirt
- School spirit t-shirt
- Khaki, blue or black pants, shorts, Capri pants, dresses, skirts or jumpers. Side pockets are allowed, cargo pockets are not allowed
- Jeans are allowed and may be blue or black and must be clean, neat and fit appropriately. Girls may wear pants, shorts, Capri pants, dresses, skirts or jumpers
- Shorts/skirts must not be shorter than 4 inches above the knee
- NO hanging or loop earrings longer than ½ inch
- NO piercings or tattoos (temporary or permanent)
- No hair dyes other than natural colors
- NO Mohawks, NO carvings or shaved hair design

Additional Dress Code Information:

- Baggy or oversized clothing is not acceptable
- Clothing may not be more than one size too large to allow for one year's growth
- No undergarments may show. T-shirts worn under the collared shirts must be white and tucked into the pants
- For safety reasons, shoes must be securely fastened in the back
- **No wheels allowed**
- Sandals are permitted, but must be secured behind the heel
- Outer wear is designed to be worn outside as weather dictates. It must be removed in the classroom.
- No hats are allowed in the building.
- No sunglasses are permitted in the classroom.

{If you would like to make a donation to the school, either monetary or used/new uniforms would be greatly appreciated.}

Field Trips

Field trips are to supplement the regular classroom work and relate to curriculum being taught in the classroom. They are a privilege and students earn them based on their behavior and grades. Students are

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expected to follow the same guidelines and rules on a field trip as they do at school.

Fundraising

Classrooms may sponsor fundraisers for various activities. The principal must approve all fundraisers prior to the activity. The student council must also approve fundraiser activities.

Guidelines for School Volunteers

The staff invites and encourages parental involvement. Parents are invited to volunteer their time in the classroom or school. Parents are encouraged to be an active member in the school community. When visiting our school, please follow the guidelines below:

- Parent Volunteers must be registered with the district office and be fingerprinted
- Volunteers sign-in at the office upon entering the campus
- Obtain and wear a volunteer badge
- Work under the direct supervision of a professional staff member
- Follow the lead of the teacher or supervisor.
- Be familiar with school rules and policies.
- Honor commitments. Be dependable
- Notify teacher or supervisor if unable to keep appointment
- Keep confidential matters confidential
- Leave younger children at home

Parent volunteers can assist our elementary schools by:

- Assisting with non-instructional tasks
- Provide teachers with more time to work with students
- Provide individual attention to students who need more one-to-one interaction
- Read to or be read to by students
- Volunteers who do not have children in school must also be fingerprinted
- Volunteers are to be supervised at all times when working with children
- Volunteers must receive training to use die-cut or copy machines

Please remember that all adults are role models for our students

For more information, please contact your designated school site.

Lost and Found

If a student loses any personal item such as a wallet, purse, jacket, or textbook, he/she should check with the lost and found that is located in the school office. Please put names on clothing and personal items brought to school. All unclaimed items will be sent to charitable organizations at the end of the school year.

Media Release

We value and applaud our student successes. Opportunities may arise when a student is to be recognized for their outstanding achievement. Student's first name, last name and photograph may be released to the media only if written parental permission has been submitted. (See page 30)

NOTE: If permission is not granted, your child will not be able to be included in any newspaper articles outlining accomplishments.

Money

Students should never bring large amounts of cash to school. School personnel will attempt to locate any lost money, but the person bringing money to school is responsible for it. The school will not be held liable for missing or stolen money that a student brings to school.

Pets and Other Animals

For the safety of all students, please do not bring pets on campus. Pets may NOT be brought to the classroom without prior permission from the principal. Animals cannot be transported by school buses. If a pet follows a student to school, the office will contact the student's home to arrange for pet pick up. If the parents cannot be contacted, then animal control will be notified.

Recitation of the Declaration of Independence

Arizona Revised Statute 15-203.A.26 states that the Arizona State Board of Education shall, "Require pupils to recite the following passage from the Declaration of Independence for pupils in grades four through six at the commencement of the first class of the day in the schools, except that a pupil shall not be required to participate if the pupil or the pupil's parent or guardian objects:

"We hold these truths to be self-evident, that all men are created equal, that they are endowed by their creator with certain unalienable rights that among these are life, liberty and the pursuit of happiness. That to secure these rights, governments are instituted among men deriving their just powers from the consent of the governed."

If you do not want your child to participate in this, please notify the school office in writing.

School Pictures

A commercial company takes individual and group photographs in the fall and spring. Packets of color photos will be offered for sale to parents. Students may wear dress up clothes for the fall formal pictures staying within appropriateness and modesty.

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School Materials and Supplies

All textbooks will be furnished at no cost to the students. Students are responsible for textbooks issued to them for their use during the school year. If loss or damage (above normal wear) of the books occurs, parents and students will be expected to pay for such. **BE AWARE THAT SOME TEXTBOOKS CANNOT BE REPLACED BECAUSE THEY ARE NO LONGER AVAILABLE** (textbooks are constantly being upgraded). If parents/guardians wish to donate classroom supplies such as pencils, paper, or notebooks, it would be greatly appreciated.

Visitors on Campus

PARENTS OF OUR STUDENTS ARE WELCOME AT ANY TIME. **In order to provide a secure environment, ALL MUSD parents/visitors are required to report to the office and sign in before going to other parts of the building, including classrooms. Name tags are required to be worn by ALL visitors and staff. Parents/visitors must sign out in the office when they leave school property.** For the protection of students, Arizona law requires all visitors to “make officials aware of their presence”.

Visits should be prearranged through the administrator and/or classroom teacher. In order to ensure limited disruption to instruction and the learning environment, the building administrator reserves the right to limit the length of time as well as the date and time of day when the prearranged visit is to occur. **Visits during the first and last two weeks of school, and just before or after winter and spring breaks, are discouraged** The Board and administration will not tolerate any person or persons whose presence disrupts classes, school activities or hinders the instructional process. If such persons will not leave the school premises upon request, the building principal, or his or her designee, may contact the proper legal authorities.

A student wanting to bring a student visitor to school must get permission from the principal before the visit. In addition, the student visitor must have a pass from the office. All student visitors must follow school rules and must be on a vacation break from another school.

HOME / SCHOOL COMMUNICATION

School Announcements

All Maricopa elementary schools will communicate school activities, notes and calendars to parents on a regular basis. Students should recognize the importance of taking all notices home to their family. The weekly or monthly newsletter (varies by site) is available on each school website.

Contacting the Classroom

Although all MUSD elementary school campuses support and encourage open communication between home and teachers, the school requests that

parents/guardians do not call the classroom during the instructional hours. Parents/guardians may call the office and leave a message for the teacher or they may email the teacher directly.

Email

All MUSD teachers have an email address. Please feel free to communicate with your child’s teacher via email for classroom activity, or curricular information.

GETTING TO AND FROM SCHOOL

Riding Bicycles / Skate Boards To and From School

If students live within a mile from the school and have parental permission, then the rules listed below must be followed:

- Use only designated crosswalks to cross the street and always look both ways for oncoming traffic
- Walk bike/scooter across the street
- Never ride between parked cars
- Bikes/scooters need to be locked in the school bike racks
- Bike and Scooter riders are REQUIRED to wear helmets!
- The school is not responsible for the protection of a student’s bike/scooter
- After school, students must walk the bike off the school grounds
- School administration may require students to take bicycle safety courses

The school will not be responsible for stolen or damaged bicycles or scooters.

Skateboards and Inline Skates

Skateboards, non-motorized scooters, roller skates, and in-line skates may not be ridden on school campuses at any time. A contract explaining regulations and safety may be required to be signed by the students and parent. The school is not responsible for the loss, damage or theft of these items.

Students who do not ride the bus should arrive at school no earlier than thirty minutes before school starts and should leave the school grounds immediately after dismissal unless they’re taking part in an organized after-school activity and have parental permission.

BEHAVIOR EXPECTATIONS

Arizona Statute 13-1204

A person who knowingly insults or abuses any school employee, on school grounds or while the employee is performing his/her duties is guilty of a misdemeanor that is punishable by a fine and/or imprisonment.

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Students should remember that they are responsible for their own actions. If their actions are in violation of school guidelines, they will have to accept the consequences. Students need to understand that Arizona law allows the school district to hold them accountable for their behavior on the way to and from school, and during any school-sponsored activity. Every person at all MUSD schools is entitled to due process. This means that students always have the right to tell their side of a problem and have people listen. Students also have the right to be treated fairly and equitably.

Inappropriate Items

Radios, electronics devices, or toys of any kind are prohibited. The school cannot guarantee security for these items. Such items will be confiscated and must be picked up by the parent or guardian. If you bring your own playground equipment to school, the school will not be responsible for lost or stolen property.

Possession of Harmful or Disruptive Items

Some examples would be: items or materials that could cause bodily harm, liquid paper, aerosol sprays, water guns, knives, or playing cards and or any other item that may constitute a weapon or cause harm to another. Contraband will be confiscated.

Cell Phones and Pagers

Students may carry cell phones with them or in their backpack. Students MAY NOT use their cell phones at all during the day and the cell phone must be turned off during the school day. If an emergency arises where a student needs use their cell phone, they must report to the office to make the call. **The school will not be held liable for cell phones and the students/parents will be responsible in case the phone is lost, stolen or damaged.**

Guidelines for Food, Candy and Gum

Candy and snacks should not be brought to school without the classroom teacher's permission. Any food item a student earns as a reward or is given by the teacher must be eaten in that classroom and not taken from room to room. Unauthorized candy or snacks will be confiscated.

During lunch, if food is brought in for your child from home or elsewhere, it may only be provided to your child. Due to food allergies in some classrooms, it will be necessary to check food items against buildings' allergy lists as established by your child's school. If your child requires special dietary needs, you can obtain a form online on the district website under Nutrition Services or from the school nurse

Cafeteria Behavior

1. Treat cafeteria workers with respect.

2. Students are to remove trays, papers, food, etc. from their table area before leaving the cafeteria.
3. No objects of any kind will be thrown in the cafeteria.
4. Parents having lunch or breakfast with their child should sign in at the office first to obtain a pass. An adult lunch is \$3 and adult breakfast is \$1.25.

Restrooms

Students should use only the restroom assigned to their wing. Only one student at a time may leave their classroom to go to the restroom. Remember to wash your hands before you leave the restroom. Loud talk, yelling and horseplay is not allowed in the restroom areas. Students must return quickly to class. Help keep the restroom clean. Students who write on restroom walls or other surfaces can be suspended and a parent conference can be required. Be a good citizen and help stop vandalism.

Assembly Behavior

Assemblies are important and fun school activities. When attending an assembly, please obey the following rules:

- Walk quietly to and from assemblies
- Remain courteous while being seated and when leaving
- Be respectful of presenter at assemblies
- Maintain audience appropriate behavior such as good listening skills, quiet voices, with hands on your lap

Playground Behavior

Playground rules provide safety and security for all students. Teachers will instruct their students on how to use the playground. It is important that students get involved in an activity, game, or sport while on the playground.

General Rules:

1. Use common sense and show respect for others
2. Do not throw inappropriate items such as sand, mud, rocks, weeds, bugs, etc.
3. Stay outside until the bell rings.
4. Do not stand on the monkey bars.
5. One basketball per basket.
6. No tag games; do not pull or drag on others.
7. Do not walk around in large groups.
8. No flips on bars or hanging upside down.

Profane and Vulgar Language

PROFANE OR OBSCENE LANGUAGE AND GESTURES ARE UNACCEPTABLE and will not be permitted at school, on the playground, coming to or going from school. This includes gang signs and "dogging". A student **WILL BE** suspended from school if they continue this negative behavior after the first warning.

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Smoking, Alcohol and Drugs

The possession and/or use of tobacco, alcohol, drugs or any substance, which may be used for the purpose of intoxication, is prohibited. VIOLATIONS OF THIS RULE WILL RESULT IN SUSPENSION.

Paraphernalia related to the above items will not be permitted at school (matches, lighters, etc.). Having these items will also result in suspension.

DISCIPLINE

MUSD PRIDES ITSELF IN PROVIDING SAFE SCHOOLS

General Philosophy

Students have the right to learn in a school that is safe and orderly. *Proper student behavior is a **REQUIREMENT** at **ALL** Maricopa Unified School District schools.* An emphasis is placed on good citizenship at each school. Good citizenship implies that students will take responsibility for their own behavior.

Arizona Safety Accountability for Education

Students who feel safe at school perform better academically than students that do not feel safe. The State of Arizona and MUSD has developed a new way of reporting school safety and discipline. For more information regarding violations and consequences, please refer to the MUSD Arizona Safety Accountability for Education handbook.

School Board Policy states:

A student **WILL BE** subject to disciplinary action when the student:

- Engages in conduct that is disorderly
- Engages in conduct that is insubordinate
- Endangers the safety, morals, health, or welfare of others
- Engages in conduct volatile of the Board's rules and regulations for the maintenance of public order on school property

Parent Involvement In Student Behavior

Parental involvement in behavior and discipline issues is mandatory. Parents will be notified of actions taken by the school for anything other than minor offenses, and will be involved in developing plans to correct significant or chronic problems.

Restitution

Under Arizona law, parents/guardians are liable for damage done by their children. In any situation in which damages to school property occur, the students or parents/guardians are required to pay for damages. If restitution is not made in the designated time frame, additional consequences will result.

Time-Away Rooms

Your school may be equipped with time-away rooms located in the office. The purpose of these rooms is to

allow the student a place to sit and reflect upon his/her behavior. These rooms may be used for in-school suspension.

Saturday School may be offered. Often times, this time is an alternative to suspension and allows students to reflect and learn from their behavior. Teachers, Principal or designee may assign a Saturday School depending on the gravity of the offense. Parents will be notified and will work together with school personnel to ensure student attends.

Restriction of Privileges

The school administrator may notify parents/guardians of privilege restrictions. Such privileges include cafeteria, library, classroom, bus use, school passes, field trips, and bicycle use. A report of the restriction will be recorded in the student's contact file and in the student management system.

Social Probation

Students who are showing unacceptable progress in class or students who have serious and/or repetitive conduct problems will be placed on social probation. These students will not be allowed to attend special activities conducted at school. A report of the restriction will be recorded in the student's contact file in the student management system.

Community Service

The school administrator has the authority to assign students to school community service on the school campus after school or during the school day. Parents will be notified.

Searches

The Administration has the right to search and seize property, including school property temporarily assigned to students, when there is a reason to believe that some material or matter detrimental to health, safety, and welfare of the student(s) exists.

Items provided by the District for storage of personal items 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 and storage areas may be inspected by school personnel at any time with or without reason, or with or without notice, and without permission of the student or the student's parent/guardian.

DUE PROCESS RIGHTS

Informal Due Process

In disciplinary cases, students are entitled to due process. Students will:

- Be informed of accusations against them
- Have the opportunity to accept or deny the accusations

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- Have explained to them the factual basis for the accusations
- Have a chance to present an alternative factual position if the accusations are denied

Hopefully, students never will be in a situation where they need the protection of due process. If however, a student does become involved in a situation in which a suspension or expulsion might result, both the student and his/her parents/guardians will be given a more detailed description of the due process procedures.

In-school Suspension

In-school suspension means that a student is detained at school, but is suspended from a class and isolated from other students for a specific time. Student is given classroom work to be completed for credit.

Short-term Suspension

Short-term suspension means the temporary withdrawal of the privilege of attending school in the district for a period of nine consecutive days or less.

The school principal has the authority to impose short-term suspensions. The student shall receive verbal notice of the alleged misconduct and the evidence that exists to support the allegation. The student will have an opportunity to explain her/his version of the facts. The school official may then suspend the student for nine days or less, choose another disciplinary alternative, or exonerate the students. A written record of the decision will be kept in the student's contact file. There is not a right to appeal a short-term suspension.

In addition to imposing a short-term suspension, the school administrator may recommend to the superintendent that a long-term suspension or expulsion be imposed.

Long-term Suspension

Long-term suspension means the withdrawal of the privilege of attending school in the district for a set period of time of eleven or more consecutive school days. After following informal Due Process, the administrator may choose to recommend long-term suspension, choose another disciplinary alternative, or exonerate the students. If long-term suspension is recommended, a written Notice of Intent to Impose a Long-Term suspension shall be mailed or hand delivered to the parent. This letter will explain the offense, the recommendations, and the rights of the parent to request a formal hearing.

Expulsion

Expulsion means the permanent withdrawal of the privilege of attending school in the Maricopa Unified School District unless the Governing Board re-instates that privilege. The student and parents/guardians will be informed when a student is subject to expulsion from school.

Expulsion requires official action of the Governing Board or a Board appointed hearing officer. Formal notification will include instructions regarding the District's due process procedure. All documentation will be recorded in the student's conduct file.

Specific behavior consequences will be defined and communicated to parents by individual site administrators.

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Maricopa Unified School District Discipline Chart

Category	Violation
Aggression	Assault, aggravated assault, disorderly conduct, fighting, endangerment, minor aggressive act, other aggressions, recklessness, verbal provocation
Alcohol/tobacco/other drugs	Alcohol violations, tobacco, drugs violation
Arson	Arson of an occupied structure or property
Attendance policy violations	Leaving school grounds without permission, truancy, tardy, other attendance violations, unexpected absences
Weapons / Dangerous items	Fire arms, simulated weapons, dangerous items, other weapons
Harassment/threat/intimidation nonsexual	Bullying, threat of intimidation, teasing, hazing, harassment
Lying/cheating/forgery/plagiarism	Lying, cheating, forgery, plagiarism
Other violations of school policy	Combustibles, defiance or disrespect toward authority, disruption, dress code violation, gambling, inappropriate language, negative group affiliation, other violations of school policies, parking lot violations, possession of contraband, public display of affection, vulgarity
Sexual offenses	Harassment, sexual harassment with conduct, pornography, indecent exposure, public sexual indecency, sexual abuse or conduct with a minor or child
Technology improper use of	Computer, network infraction, other technology devices
Theft	Petty theft, theft, robbery, armed robbery, extortion, burglary or breaking and entering
Trespassing	Trespassing
Vandalism	Graffiti, tagging, vandalism of personal property, vandalism of school property
School Threat	Bomb threat, chemical or biological threat, fire alarm misuse, other School threat

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**Maricopa Unified School District #20
INCIDENT REFERRAL**

Student's Name: _____ Date/Time Sent: _____

Referring Teacher: _____ Homeroom Teacher/Period: _____

Location of Incident: _____ Time of Incident: _____

Purpose for which the student is being referred: Offender Victim

Violation: Aggression Attendance policy violations Harassment/threat/intimidation nonsexual
 Lying/Cheating/Forgery/Plagiarism Other violations of School Policies Technology/Improper Use of Computers
 Alcohol/Tobacco and other Drugs Sexual Offenses Vandalism Trespassing School Threat
 Theft Weapons/Dangerous items Arson

Description: _____

(If other students involved, **DO NOT USE** students' names. Use student A, Student B, Student C, etc.) See Attachments

If the referral is for misconduct, have you previously referred this student for the same or similar reason(s)?

Yes No *Check one:* First Offense Second Offense Third Offense

Do you desire to confer with the school administrator before disciplinary action is taken? Yes No

REMINDER: All documentation substantiating the reason(s) and condition(s) for a refusal to readmit the student following the student's temporary removal pursuant to A.R.S. [15-841](#) must be provided by the next business day following the temporary removal.

Parents contacted about this or any similar situation before? Yes No Parents contacted for this Offense? Yes No

Outcome: _____ Date/Time: _____

List action taken with student prior to sending student to the office: (Ex. counseling, positive reinforcement, etc.)

Action Taken by the Administrator: No Action Taken Warning ISS OSS Other

Next Offense: _____

Parent/Student Signature _____ Date _____

Administrator Signature _____ Date _____

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**NOTIFICATION TO PARENTS REGARDING
CONFIDENTIALITY OF STUDENT EDUCATION RECORDS**

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

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

The Education of All Handicapped Children Act; Title 20, United States Code, Sections 1412(2) (D) and 1417(C); and the Federal Regulations (34 CFR 300.560-300-574) issued pursuant to such Act; and Arizona Revised Statutes, Title 15, Section 141.

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

These records are maintained in the office of the Maricopa School District under the supervision of a principal, and are available only to the teachers and staff working with the student. If your son/daughter should transfer to another school, these records will be sent to the new school upon their request. Otherwise, records are not released to most agencies or persons without prior written consent of the parent.

You have the right to inspect and review any and all records related to your child, including a listing of persons who have reviewed or have copies of the information. Parents wishing to review their children's records should contact their school principal, for an appointment. School personnel will be available to explain the contents of the records to you. Copies of student education records will be made available to parents when it is not practical for you to inspect and review the records at the school. Charges for the copies of records will be actual costs of copying. No fee for search and retrieval will be charged.

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

Information must be maintained for two years after the date your child was last enrolled in this school district.

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

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**MARICOPA UNIFIED SCHOOL DISTRICT
FOOD & NUTRITION GUIDELINES**

WELLNESS POLICY

First and foremost we are concerned with the safety of our students. We must comply with the rules and regulations set forth by the Pinal County Health Code, United States Department of Agriculture federal guidelines and Maricopa Unified School Board Policies. Our guidelines will standardize the way in which food comes onto the campus and is distributed to students.

Arizona Revised Statute 15-242, all Kindergarten through Eighth grade schools are required to abide by the Arizona Nutrition Standards set forth by the Arizona Department of Education effective July 1, 2006. The foundation for the Arizona Nutrition Standards is based on the 2005 Dietary Guidelines for Americans and the United States Department of Agriculture's Federal Child Nutrition Program regulations.

Implementing these standards successfully will help maintain children and adolescent health and ensure that they are ready to learn. In addition, this will foster healthy school environments that are supporting parents and teachers as they encourage children to establish healthy eating behaviors which should be maintained throughout their lives.

Maricopa Unified Schools is dedicated to helping fight obesity and the diseases associated with obesity. In addition, the district is committed to providing adequate nutrition for proper growth and development of the mind and the body. Children with adequate nutrition are able to better focus on learning, improved behavior, improved test scores and have fewer absences.

NUTRITIONAL STANDARDS PRE-SCHOOL THROUGH GRADE 8

All beverages and foods offered to students during the school day shall comply with the following parameters:

FOOD STANDARDS:

- 35% or less of total calories from fat
- 10% or less of total calories from saturated and trans fatty acids (combined)
- No more than 35% total sugar by weight
- Must contain at least 1 gram of fiber
- Maximum 400 calories per serving for entrée items sold as a la carte
- Maximum 300 calories per serving for all other items
- Maximum 800 mg of sodium for entrée items sold as a la carte
- Maximum 600 mg of sodium for all other snack items

BEVERAGE STANDARDS:

- No carbonated soda beverages allowed
- Water
 - May contain natural or non-calorie sweeteners
 - Cannot contain caffeine or a caffeine derivative
 - No portion size restriction
- Juice
 - Must contain 100% fruit and/or vegetable juice for Elementary Schools *
 - Must contain no less than 50% fruit and/or vegetable juice, no sugar added, with nutrient values equal to 100% juice.
- Fruit Smoothie (yogurt or ice based)
 - Must contain 100% fruit juice for Elementary Schools *
 - Must contain no less than 50% fruit juice for Middle Schools *
 - Must not exceed 400 calories
- Milk and Alternatives
 - Fat free, low fat (1% milk fat), and reduced fat milk (2% milk fat)
 - Reduced fat enriched rice, nut or soy milk
 - Flavored milk may contain no more than 4 grams of sugar per ounce
- Sports Drinks, Electrolyte-Replacement Drinks
 - Only Middle School may serve * however, cannot exceed 12 ounces

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SPECIFIC PROHIBITED FOODS AND BEVERAGES ON CAMPUS:

- Prohibited foods and cooking methods
 - All foods containing any peanut/peanut product
 - All deep-fat fried chips and crackers
 - Final preparation method cannot be deep-fat fried
- Prohibited beverages
 - Fruit/Vegetable drinks containing less than 100% juice for Elementary Schools and less than 50% juice for Middle Schools *
 - Whole fat milk (4% milk fat); flavored or regular
 - Caffeine/Energy Drinks
 - Sports drinks, Electrolyte-Replacement drinks for Elementary Schools only
 - All carbonated beverages

EXCEPTIONS TO THE FOOD STANDARDS:

- 35% or less of total calories from fat
 - Cheese in any form may exceed total fat standards, however, must be in a reduced fat form
 - Nuts and seeds may exceed total fat standards
- 10% or less of total calories from saturated and trans fatty acids (combined)
 - Cheese in any form may exceed total saturated fat standard, however must be in a reduced fat form
 - Nuts and seeds may exceed total saturated fat standard
- No more than 35% total sugar by weight
 - Dairy (solid) may exceed sugar by weight standard (does not include fluid milk)
 - Fruits and vegetables may exceed sugar by weight standard
- Must contain at least 1 gram of fiber
 - Dairy is exempt from fiber standards
 - Jerky is exempt from fiber standards
- Maximum 400 calories per serving for entrée items sold as a la carte, and a maximum of 300 calories per serving for all other items
 - Fruit based smoothies may contain up to 400 calories

* If a school has grades K-6 then they must follow the Elementary School Standards. If a school has grades K-8, then grades K-5 must follow the Elementary School Standards and grades 6-8 may follow the Middle School Standards.

DISTRICT GUIDELINES FOR GRADES PRE-SCHOOL THROUGH GRADE 12

FUNDRAISING GUIDELINES

All Fundraising

- Fundraising activities should not compete with the Food Service Department. Food sales for fundraising may not be in competition with the school districts federal breakfast, lunch and snack programs serving times
- All food items being sold must come from a commercial business (supermarket, restaurant) with an approved Pinal County Health permit. Food products sold cannot come from a residential kitchen
- The Food Service Department reserved the right to check the fundraising operation for compliance of Pinal County Health code, ADE Child Nutrition Program nutritional guidelines and Maricopa District policies and nutrition guidelines
- The location of the fundraiser cannot take place inside the cafeteria or an area leading to the cafeteria during the breakfast or lunch period
- Food and food products cannot be stored in any kitchen area including freezers, coolers and storerooms
- No carbonated beverages. Exclusion to the policy is adult-only functions
- All foods and beverages used in fund raising must meet the nutritional requirements. The exception is broad based fundraising that have a variety of items for purchase. For example, vendor package offers wrapping paper, decorative items, candles and chocolates
- All food and beverage sale activities must be pre-approved by the Food Service Director to ensure the nutrient criteria are followed

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AFTER HOURS BARBEQUES/CARNIVALS

These functions need to be in compliance with the Pinal County Health Department. In order to operate a BBQ/carnival function where food is being served, a County permit is needed.

1. The sponsoring group should obtain their own Pinal County Permit to operate. Access to the school kitchen will require additional fees and approval of the Food Service Department.
2. Hire a catering company with an approved permit to service the functions. The vendor must possess the proper permit to cater a barbeque/carnival. The vendor must be completely self-reliant. Caterer must have all necessary supplies for the function to be able to comply with the Pinal County regulations with regard to sanitation and safety.

School sponsored events (such as, but not limited to, athletic events, dances, or performances). Foods and beverages offered or sold at school-sponsored events *outside the school day* is not required to meet the nutritional standards for meals or for foods and beverages sold.

FOOD IN THE CLASSROOM

These guidelines are established to ensure safety and compliance with the Pinal County Health Department. The District must have strict regulations about food being prepared in residential kitchens and served at classroom parties. **It is not allowed. All food brought onto campus for classroom parties must originate from certified kitchens, commercial institutions or commercial food service stores. Classroom parties may not be in competition with the school district's federal breakfast, lunch and snack programs serving times.**

The following guidelines will assist in this process:

- All foods offered must originate from Pinal County Health Department approved kitchen or institution. Examples would be products prepared at a supermarket bakery, retail location or from a commercial restaurant. For example, cupcakes prepared at home are not an approved item for a classroom party
- All foods offered are delivered at the proper temperature and unwrapped food is served with a non-latex gloved hand or utensil. An example would be a pizza party from an approved vendor which is served by a gloved-hand or with a serving utensil
- All food offered is being consumed within a reasonable time and is maintained at proper temperature.
- No contact is to be made by a non-gloved hand with any food items that are not pre-wrapped
- Any foods or beverages in the classroom must meet the same requirements as vending products
- No foods or beverages may be used in classroom for incentives or rewards

VENDING

Vending sales must comply with USDA federal guidelines and the Arizona Nutrition Standards as stated above.

When all these guidelines are followed by various school groups regarding fundraisers, vending, BBQ's and classroom parties, our students and adult customers will be safer and our school functions will be compliant with the various Government agencies.

Questions can be forwarded to the Food Service Department at (520) 568-5125, to your site Food Service Lead or to your Campus Administrator.

DISTRICT PROVIDED MEALS

- The Food Service Department shall comply with regulations for serving meals that meet the United States Department of Agriculture nutrition standards.
Will be appealing and attractive to children;
Will offer a variety of fruits and vegetables;
Will serve low-fat and non-fat dairy products;
Will include whole grain foods.
- A la carte sales must meet the same requirements as vending products
- The district supports the efforts to have all schools offer universal breakfast. Students are encouraged to start each day with a healthy breakfast

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- The child nutrition program will aim to be financially self-supporting. However, the program is an essential educational support activity. If subsidy of the child nutrition fund is needed, it will not be from the sale of foods that have minimal nutritional value and/or compete nutritionally with program meals
- The child nutrition program will ensure that all students have affordable access to the varied and nutritious foods they need to stay healthy and learn well
- The district shall employ a food service director, who is properly qualified, certified and/or credentialed according to current professional standards, to administer the school food service program and satisfy reporting requirements
- Students and staff shall have adequate space to eat meals in pleasant surroundings and shall have adequate time to eat, relax, and socialize. Safe drinking water and convenient access to facilities for hand washing and oral hygiene must be available during all meal periods
- All foods made available on campus comply with the state and local food safety and sanitation regulations. Hazard Analysis and Critical Control Points (HACCP) plans and guidelines are implemented to prevent food illness
- For the safety and security of the food and facility, access to the food service operations are limited to Child Nutrition staff and authorized personnel

In all aspects of local wellness, the school staff will act as role models for good nutrition and physical activity behaviors.

WELLNESS GOALS

- Schools will provide the programming which includes the mandated time for physical activity.
- Programming would include physical education at all grade levels
- Extra curricula opportunities which focus and promote physical activity
- The curriculum department will research and purchase a health textbook which supports the state standards for wellness
- Teachers will receive in-service opportunities in using the state curriculum and the provided textbook or resource
- The adopted resource will be resource based
- The adopted materials will also include curriculum for human growth and development, promoting healthful living

The food service department will monitor and provide a lunch menu which follows the guidelines established by the state, which promote healthful eating choices.

Opportunities will be provided for the staff to participate with a wellness program.

MONITORING AND POLICY REVIEW

A Wellness Committee will be formed consisting of the school food service staff at the school and district level, school administrators, teachers from each site, and the public to measure and ensure compliance with established district-wide nutrition and physical activity wellness policies. The assessments of the school's nutrition and physical activity environments and policies will be conducted and reported to the superintendent on an annual basis. The district, and individual schools within the district, will as necessary, review and revise the wellness policies and work to develop plans to facilitate their implementation.

This policy may be modified based on legislation and/or evidence of district needs, goals, and visions.

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MARICOPA UNIFIED SCHOOL DISTRICT #20 ACCEPTABLE USE POLICY INFORMATION TECHNOLOGY RESOURCES IN THE SCHOOLS

The school's information technology resources, including email and Internet access, are provided for educational purposes. Online communication constitutes web browsing, email, instant messaging, blogging, any use of network resources, etc. MUSD electronic resources include, but are not limited to, all hardware, software, data, communication devices, printers, servers, filtered Internet access, and local and wide area networks. Online communication is critical for learners to apply 21st Century Skills and employ tools such as interactive websites, blogs, video conferencing, podcasts, etc., which offer authentic opportunities for students to express and share information.

To keep students safe and comply with the Children's Internet Protection Act (CIPA), the Acceptable Use Policy is put in place and updated to accommodate the many educational and global changes to date. This Acceptable Use Policy is written for all those who use school-provided network connections. These connections may be used for classroom blogs, student emails, podcast projects, interactive websites, social media, and any other occasion students, teachers, or community members use school network resources. Adherence to the following policy is necessary for continued access to the school's technological resources:

Students must:

1. Respect and protect the privacy of others.

- Use only assigned accounts.
- Not view, use, or copy passwords, data, or networks to which they are not authorized.
- Not distribute private information about others or themselves.

2. Respect and protect the integrity, availability, and security of all electronic resources.

- Observe all network security practices, as posted.
- Be responsible for the use of their individual access account(s) and should take all reasonable precautions to prevent others from being able to use their account(s), including coworkers, friends, or family. Under no condition should a user provide his/her password to another person.
- Report security risks or violations to a teacher or network administrator.
- Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
- Conserve, protect, and share these resources with other students and Internet users.
- Be responsible in consumption of bandwidth; the priority use is for educational purposes.

3. Respect and protect the intellectual property of others.

- Not infringe copyrights (no making illegal copies of music, games, or movies!).
- Not plagiarize.

4. Respect and practice the principles of community.

- Communicate only in ways that are kind and respectful. Report threatening or discomfoting materials to a teacher. Students will promptly disclose to their teacher or other appropriate school employee any message received that is inappropriate.
- Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, meant to harass, or use obscene language).
- Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- Not use the resources to further other acts that are criminal or violate the school's code of conduct.
- Not send spam, chain letters, or other mass unsolicited mailings.
- Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

Students may, if in accord with the policy above:

1. Design and post web pages and other material from school resources.
2. Use direct communications such as online chat, or instant messaging with a teacher's permission.
3. Use the resources for any educational purpose.

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Filtering

1. As required by law and in recognition of the need to establish a safe and appropriate computing environment, the District will use filtering technology to prohibit access, to the degree possible, to objectionable or unsuitable content that might otherwise be accessible via the Internet.
2. The use of anonymizing proxy sites or software to get around content filtering is strictly prohibited.

Illegal activities include, but are not limited to:

1. Tampering with computer hardware or software
2. Software piracy
3. Unauthorized entry into computers and files (hacking)
4. Knowledgeable vandalism or destruction of equipment
5. Deletion of computer files belonging to someone other than oneself
6. Uploading or creating of computer viruses
7. Distribution of obscene or pornographic materials
8. Sexting

This Policy Covers but is not limited to:

- Publishing and browsing on the Internet (including Intranet and Extranet)
- Downloading or accessing files from the Internet or other electronic sources
- Email
- Electronic bulletins/notice boards
- Electronic discussion/news groups
- Weblogs ('blogs')
- File transfer
- File storage
- File sharing
- Video conferencing
- Streaming media
- Instant messaging
- Online discussion groups and "chat" facilities
- Subscriptions to list servers, mailing lists or other like services
- Copying, saving or distributing files
- Viewing material electronically
- Printing material
- Personal electronic devices used on campus or school sanctioned activities

Consequences for Violation. Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources.

Supervision and Monitoring. School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

I ACKNOWLEDGE AND UNDERSTAND MY OBLIGATIONS:

Student	Date
Parent/Guardian	Date

PARENTS, PLEASE DISCUSS THESE RULES WITH YOUR STUDENT TO ENSURE HE OR SHE UNDERSTANDS. THESE RULES ALSO PROVIDE A GOOD FRAMEWORK FOR YOUR STUDENT'S USE OF COMPUTERS AT HOME, AT LIBRARIES, OR ANYWHERE.

Reference: www.justice.gov/criminal/cybercrime/rules/acceptableUsePolicy.htm

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Maricopa Unified School District Handbook Verification Sheet

I have received this Maricopa Unified School District Student/Parent Handbook. I am aware that my son/daughter and I are expected to read, understand, and abide by the student conduct and disciplinary rules and regulations contained in this book.

Signature of Parent/Guardian

Date

Signature of Student

Date

Teacher's Name: _____ Grade: _____

MEDIA RELEASE

- Yes, I authorize MUSD to release my child's first name, last name, and photograph to the media for positive recognition.
- No, I do not authorize MUSD to release my child's first name, last name, and photograph to the media for positive recognition. (Note: Your child will not be able to be included in any newspaper articles outlining accomplishments, such as Honor Roll and Terrific Kid.)

Signature of Parent/Guardian

Date

****Please sign and return this entire page to your child's teacher or the school office. It will be kept in the student's cumulative file.**

Keep and review your handbook throughout the school year.