



Student Handbook 2017-2018

This handbook has been provided to you free of charge. You are expected to have it with you at all times and to maintain the academic calendar. Replacement copies will be made available at \$5.00 per copy.

It is important that students and parents/guardians become familiar with this handbook. It contains helpful information and the behavior guidelines that students are expected to follow. Students are responsible for knowing the expectations set forth in this handbook.

My child and I have read and discussed the contents of this handbook.

Student Name: _____

Homeroom: _____

Student Signature: _____ Date Signed: _____

Parent/Guardian Signature: _____ Date Signed: _____

Please return this page signed by parent/guardian and student to your classroom/homeroom teacher.



2017-2018

Student Handbook

Barbara B. Robey Elementary School
Corte Sierra Elementary School
Dreaming Summit Elementary School
Litchfield Elementary School
Mabel Padgett Elementary School
Palm Valley Elementary School
Rancho Santa Fe Elementary School
Scott L. Libby Elementary School
Verrado Elementary School
Verrado Heritage Elementary School
L. Thomas Heck Middle School
Verrado Middle School
Western Sky Middle School
Wigwam Creek Middle School
White Tanks Learning Center

This student handbook belongs to:

Name: _____

Address: _____

Phone: _____

Homeroom: _____

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Replacement copies will be provided at \$5.00 per copy.**

District Office Address and Mailing Address for ALL Facilities:
272 E. Sagebrush Street, Litchfield Park, AZ 85340
Phone: 623-535-6000 • Fax: 623-935-1448
Website: www.lesd.k12.az.us

Litchfield Elementary School District #79

Dear Litchfield Elementary School District Families:

Welcome to a new school year in the Litchfield Elementary School District, and thank you for choosing LESD Schools.


The Litchfield Educational Community is excited about the upcoming 2017-2018 school year. The first session of school in our District was held on October 9, 1917 with eleven pupils enrolled. This year we will open with 15 schools serving over 11,000 students.

The Litchfield School District is dedicated to excellence and has been providing high academic achievement for 100 years. Our staff members take great pride in our academic achievements. In 2014 our "A" District was ranked the #1 Elementary School District in the state. Experience our award-winning school communities; our caring teachers and our nurturing support staff. With your commitment to parent involvement and your student's commitment to learning, we are both guaranteed to succeed in preparing your child for a bright, productive future.

This handbook contains important information about District academic and behavioral expectations. I encourage you to review it with your child/children. We believe that good behavior and good manners are the foundation for academic success in our School District.

Thank you again for choosing LESD. We look forward to being educational partners with you and your child/children.

Yours in education,



*Dr. Julianne Lein
Superintendent*

Litchfield Elementary School District #79

"SCHOOLS ARE FOR CHILDREN"
"SCHOOLS BELONG TO THE COMMUNITY"
"SCHOOLS ARE PEOPLE DEVELOPERS"
"SELF-EFFORT EDUCATES"

The mission of the Litchfield Elementary School District (herein referred to as "District") is to provide comprehensive, success-oriented learning activities for young people in our schools. These opportunities must be designed to develop the person's potential in the areas of academic ability and vocational awareness, cultural appreciation, physical well-being, social development, and community contribution.

Students

We Believe:

- Every student will be educated academically and socially so as to be a productive citizen.
- All students will have equal educational opportunities to achieve their individual potential.
- We have something to offer every student.
- Each student is unique.
- Successful education depends on parental commitment to education.

Teachers

We Believe:

- Teachers are the foundation of a strong educational system.
- Teachers will maintain high expectations for themselves and their students.
- Teachers should serve as positive role models for students.
- Teachers will actively seek parent support and involvement.

Principals

We Believe:

- A principal is the instructional leader of the school.
- A principal is the facilitator for a positive learning environment.
- A principal actively seeks parent support and involvement.
- A principal serves as a liaison between school and community.
- A principal maintains high expectations for students and staff members.

Governing Board

We Believe:

- Students are the number-one priority.
- The Board conveys the educational needs and desires of the community to the District and establishes policies accordingly.
- The Board maintains high expectations for the District and themselves in working toward excellence.

Superintendent

We Believe:

- The Superintendent is the leader, implementer, and facilitator of a successful School District.
- The Superintendent promotes and upholds the positive educational climate of the School District.

Management Principles

We Believe:

- In human beings as the single most important element in all transactions.
- In behaving with uncompromising honesty and integrity.
- In challenging people to experience their full potential so each individual contributes to educational excellence.
- In reaching quality decisions through the involvement of people.
- In establishing priorities that respond to the needs of our students, staff members, and community, and serve as the driving force behind all of our actions.
- In focusing on excellence in everything we do.

Litchfield Elementary School District #79

LITCHFIELD ELEMENTARY SCHOOL DISTRICT #79 2017-2018 School Year Calendar

OPEN HOUSE SCHEDULE

All Middle Schools and White Tanks Learning Center - Thursday, August 3, 2017, 4:00pm-7:00pm
All Elementary Schools - Friday, August 4, 2017, 4:00pm-6:00pm and Verrado Heritage (K-8) - 4:00pm-7:00pm

July-17						
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	●					

August-17						
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6	🔔	8	9	10	11	12
13	14	15	16	17	☀	19
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27	28	29	30	31		

September-17						
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October-17						
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29	30	31				

November-17						
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December-17						
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17	18	19	20	21	☀	23
24	☺	☺	☺	☺	☺	30
31						

January-18						
	☺	☺	☺	☺	☺	6
7	8	9	10	11	☀	13
14	☺	16	17	18	19	20
21	22	23	24	25	☀	27
28	29	30	31			

February-18						
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25	26	27	28			

March-18						
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11	☺	☺	☺	☺	☺	17
18	19	20	21	22	☀	24
25	26	27	28	29	30	31

April-18						
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	☀	28
29	30					

May-18						
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20	21	22	23	☀	☀	26
27	28	29	30	31		

June-18						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

CLASSES ARE IN SESSION ON BOLD DATES

Significant Dates

🔔	Aug. 7	First Day of Class - All Students	☺	Jan. 15	Martin Luther King Jr. Day
☺	Sept. 4	Labor Day	☺	Feb. 19	Presidents' Day
☺	Oct. 9-13	Fall Break	☺	March 12-16	Spring Break
☺	Nov. 10	Veterans' Day	☀	May 24	8th Grade Promotion
☺	Nov. 22-24	Thanksgiving	☀	May 25	Last Day of School
☺	Dec. 25-Jan. 5	Winter Break			

STATE TESTING DATES: TBD

☀ Quarters

August 7 - October 6	43 Days
October 16 - December 22	46 Days
January 8 - March 9	41 Days
March 19 - May 25	50 Days

● New Teacher Orientation Days

July 31 & Aug 1

● All Teacher Orientation Days

August 2-4

☒ **Teacher In-Service - No School for Students**
September 1, January 12, February 16

☀ **Half-Day Teacher In-Service Days/Early Dismissal:** 8/18, 9/15, 9/29, 11/3, 12/8, 2/2, 3/23, 4/13, 4/27, 5/4
Half-Day Parent/Teacher Conferences/Early Dismissal: 10/4, 10/5, 10/6, 1/26

Early Dismissal Release Times: BRE, LES, MPE, PVE, RSF, VES - 12:25pm; CSE & DSE - 1:00pm; SLE & WCMS - 1:05pm; VHES - 1:15PM; LTHMS & WSMS - 1:50pm; WTLC - 1:55pm; VMS - 2:00pm

☀ **Last Day of School (5/25/18):** BRE, LES, MPE, PVE, RSF, VES - 10:55am; CSE & DSE - 11:30am; SLE & WCMS - 11:35am; VHES - 11:45AM; LTHMS & WSMS - 12:20pm; WTLC - 12:25pm; VMS - 12:30pm

STUDENT INSTRUCTIONAL DAYS - 180

TEACHER SERVICE DAYS - 186

GB Adopted: 9/13/16 GB Revised: 2/14/17

Litchfield Elementary School District #79

LITCHFIELD ELEMENTARY SCHOOL DISTRICT #79 2017-2018 School Year Calendar

SPECIAL DAYS

1.	New Teacher Orientation Days	Monday, July 31 & Tuesday, August 1
2.	All Teacher Orientation Days	Wednesday thru Friday, August 2-4
3.	Open House for Middle Schools - LTHMS, VMS, WSMS, WCMS, WTLC	Thursday, August 3 (4:00pm-7:00pm)
4.	Open House for Elementary Schools - BRE, CSE, DSE, LES, MPE, PVE, RSF, SLE, VES	Friday, August 4 (4:00pm-6:00pm)
5.	Open House for Verrado Heritage Elementary School (K-8) - VHES	Friday, August 4 (4:00pm-7:00pm)
6.	First Day for Students	Monday, August 7
7.	Teacher In-Service Day, Early Dismissal **	Friday, August 18
8.	Teacher In-Service Day, School Closed	Friday, September 1
9.	Labor Day, School Closed	Monday, September 4
10.	Teacher In-Service Day, Early Dismissal **	Friday, September 15
11.	Teacher In-Service Day, Early Dismissal **	Friday, September 29
12.	40th Day	Tuesday, October 3
13.	Parent/Teacher Conferences, Early Dismissal **	Wednesday thru Friday, October 4-6
14.	Fall Break, School Closed	One Week , October 9-13
15.	Teacher In-Service Day, Early Dismissal **	Friday, November 3
16.	Veterans' Day, School Closed	Friday, November 10
17.	Thanksgiving, School Closed	Wednesday thru Friday, November 22-24
18.	Teacher In-Service Day, Early Dismissal **	Friday, December 8
19.	Winter Break, School Closed	Two Weeks , December 25-January 5
20.	Teacher In-Service Day, School Closed	Friday, January 12
21.	MLK Jr. Day, School Closed	Monday, January 15
22.	100th Day	Wednesday, January 24
23.	Parent/Teacher Conferences, Early Dismissal **	Friday, January 26
24.	Teacher In-Service Day, Early Dismissal **	Friday, February 2
25.	Teacher In-Service Day, School Closed	Friday, February 16
26.	Presidents' Day, School Closed	Monday, February 19
27.	Spring Break, School Closed	One Week , March 12-16
28.	Teacher In-Service Day, Early Dismissal **	Friday, March 23
29.	Teacher In-Service Day, Early Dismissal **	Friday, April 13
30.	Teacher In-Service Day, Early Dismissal **	Friday, April 27
31.	Teacher In-Service Day, Early Dismissal **	Friday, May 4
32.	8th Grade Promotion Ceremonies - LTHMS, VMS, VHES, WSMS, WCMS	Thursday, May 24
33.	Last Day of School, Early Dismissal ***	Friday, May 25
34.	Total Days in Session	Students - 180 days, Teachers - 186 days

Early Dismissal Release Times:

****Half-Day Teacher In-Service Days and Parent/Teacher Conferences:** BRE, LES, MPE, PVE, RSF, VES - 12:25pm; CSE & DSE - 1:00pm; SLE & WCMS - 1:05pm; VHES - 1:15PM; LTHMS & WSMS - 1:50pm; WTLC - 1:55pm; VMS - 2:00pm

*****Last Day of School (5/25/18):** BRE, LES, MPE, PVE, RSF, VES - 10:55am; CSE & DSE - 11:30am; SLE & WCMS - 11:35am; VHES - 11:45AM; LTHMS & WSMS - 12:20pm; WTLC - 12:25pm; VMS - 12:30pm

GB Adopted: 9/13/16 GB Revised: 2/14/17

Litchfield Elementary School District #79

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Litchfield Elementary School District #79

Annual Notification to Parents Regarding Confidentiality of Student Education Records and School Directory Information

Confidentiality of education records is a right of public school students and their parents. This right is provided for by two federal laws: the Individuals with Disabilities Education Act (IDEA), and the Family Education Rights and Privacy Act (FERPA). Under these laws, "education records" means those records that are: (1) directly related to a student; and (2) maintained by an educational agency or institution or by a party acting for the agency or institution.

Education records are maintained on every child enrolled in a public school. The types of information gathered and maintained may include, but is not limited to: the student's and parent's names, address, and telephone number; the student's date and place of birth, date of enrollment in the school, records from previous schools attended, attendance record, subjects taken, grades, school activities, assessment results, number of credits earned, immunization records, disciplinary records, correspondence from parents, and Child Find and other screening results, including hearing and vision screening results.

Children with disabilities may have additional education records which could include, among other things: evaluation and testing materials, medical and health information, each annual Individualized Education Program (IEP), notices to parents, notes regarding IEP meetings, parental consent documents, information provided by parents, progress reports, assessment results, materials related to disciplinary actions, and medical agreements.

The information is gathered from a number of sources, including the student's parents and the staff of the school of attendance. Also, with parental permission, information may be gathered from additional sources including doctors and other health care providers.

This information is collected to assure proper identification of a student and the student's parents/guardians, and the maintenance of accurate records of the student's progress and activities in school. For children with disabilities, additional information is collected in order to assure that the child is identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal education laws.

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

The federal Family Policy Compliance Office of the U.S. Department of Education has provided the following notice of parent's rights under FERPA. In accordance with IDEA, the rights of parents regarding education records are transferred to the student at age 18.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.
 - o Parents or eligible students should submit to the school principal (or other appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.
 - o Parents or eligible students may ask a school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
 - o If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - o The District designates the following information contained in a student's education records as "Directory Information" and may disclose it without parent consent, unless notified that the school is not to disclose the information without consent: the student's name, address, telephone listing, date and place of birth, electronic email address, photograph, grade level, major field of study, dates of attendance, enrollment status, participation in officially recognized activities and sports, weight and height if a member of an athletic team, honors and awards received, and the most recently attended educational agency or institution.

Litchfield Elementary School District #79

Annual Notification to Parents Regarding Confidentiality of Student Education Records and School Directory Information Continued

- Parents have two weeks to advise the District in writing (a letter to the Superintendent's office) of any or all of the items they refuse to permit the District to designate as Directory Information about that student. After this two-week period, if the District has not received written refusal to allow the release of the Directory Information, the District will assume that it has their permission to release the above-mentioned information.
 - One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health and medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
 - A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
 - Upon request, a school may disclose education records, without consent, to officials of another school district in which a student seeks or intends to enroll, if the school states in its annual notification of FERPA rights that it forwards records on request.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by a school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
- Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue S.W.
Washington, D.C. 20202-4605

Notice of these rights is available, upon request, on audiotape, in Braille, and in languages other than English. You may contact the Arizona Department of Education at 602-542-5393.

Child Find

Arizona law mandates that we inform each of you about our District's activities. The Litchfield Elementary School District is committed to locating, identifying, and evaluating children and youth with disabilities living in our attendance area from birth through 21 years of age. Should you have concerns regarding any child in our attendance area who has trouble walking, hearing, seeing, or learning, he/she may be eligible to receive special education services. Please contact the Litchfield Elementary School District, Educational Services Office, at 623-535-6066, for further information. The District will evaluate referred students at no cost to the parent to determine if they are a student with disabilities. If students do qualify, an appropriate service plan will be generated to meet their individual needs.

Title I Parent Involvement

Each school served under this part shall:

1. Convene an annual meeting, at a convenient time, to which all parents of participating children be invited and encouraged to attend, to inform parents of their school's participation, to explain requirements, and the right of the parents to be involved;
2. Offer flexible number of meetings, such as meetings in the morning or evening; and may provide, with funds, transportation, child care, or home visits;
3. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs including the parent involvement policy and the joint development of a school-wide plan;
4. Provide parents timely information about programs; a description and explanation of the curriculum, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, if appropriate, in decisions relating to their children;
5. If the school-wide program plan is not satisfactory, parents may submit comments on the plan.

Litchfield Elementary School District #79

Student Violence/Harassment/Intimidation/Bullying (Governing Board Policy Exhibit JICK-EB) Reference A.R.S. §15-341.37

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Litchfield Elementary School District #79

Hazing (Governing Board Policy Exhibit JICFA-EB) – Reference A.R.S. §15-2301

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

Definitions

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

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

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

Directions

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

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

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

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

Reporting/Complaint Procedures

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

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

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

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

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

Litchfield Elementary School District #79

A Parent's Right To Know

As a parent of a student at the Litchfield Elementary School District, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Arizona Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Arizona Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please call Monica Sanders, Director of Human Resources, at 623-535-6000.

Student Technology User Agreement

The Litchfield Elementary School District #79 (LESD), in alignment with the Arizona Department of Education, and recognizing the Partnership for 21st Century Skills, believes technology encompasses the tools and strategies for solving problems, using information, increasing productivity and enhancing personal growth. LESD encourages students to become responsible digital citizens by mastering technology standards in order to live, learn and work successfully and responsibly in an increasingly complex, technology-driven society.

Learning how to safely navigate the Internet is a life skill that all students are expected to master. Filtering software is utilized by LESD; however, no filtering system is capable of blocking 100% of inappropriate material on the Internet. All students are advised that access to the Internet may include the potential for access to materials deemed inappropriate.

To ensure mastery of online safety, students will:

- Use technology at school only for academic purposes.
- Only log into accounts authorized to the student by LESD when using District technology resources.
- Protect personal information such as name, address, email, family information, or school details while visiting websites or engaging in online communications.
- Immediately report any suspected incidents of malicious online behaviors such as cyberbullying or online predators to a LESD staff member or submit an online cyberbullying form.
- Students uncertain about whether a particular site is acceptable or appropriate should consult an LESD staff member.
- Ask the teacher before registering or signing up for online accounts, including competitions.
- Participate in LESD provided online safety education programs.
- For grades K through 8, parents and students sign the student handbook that contains the acceptable user agreement.
- Students in grades 3 through 8 will sign an electronic acceptable user agreement for Google Apps.

LESD encourages students to utilize technology in order to:

- Communicate and collaborate with peers and teachers in a respectful manner.
- Enhance academic content by researching reliable, safe web sites.
- Publish work as designed and guided by the teacher.
- Create web-based portfolios for confidential and safe publishing of student work.

Technology use at LESD is a privilege, not a right, and misuse may result in restriction, cancellation or other disciplinary action noted in the Student Handbook. Students are held responsible to use LESD technology resources responsibly.

Litchfield Elementary School District #79

Statement to Parents

We believe that parents are an integral part of every child's success at school. In this partnership, communication is key, both with your child and with the teachers. We strongly encourage parents to work closely with your child, provide guidance and encouragement on a daily basis, and initiate communication with the teachers if there are concerns or questions. Every child deserves a partnership of adults working together in his/her best interest. Communication is everyone's responsibility!

THE FOLLOWING WILL SERVE AS GUIDELINES FOR STUDENTS IN THE LITCHFIELD DISTRICT:

Academics

ADVISOR/ADVISEE (MIDDLE SCHOOL)

The Advisor-Advisee Program is unique to the middle school philosophy, which embraces the idea that middle school students are at a transitional point in their education and hence have unique needs. This program provides structured activities in the homeroom. During this time student concerns and interests are discussed, communication links established, academic counseling occurs, and a forum for the democratic process is provided. The homeroom teacher establishes an advocacy role for the students; and in cooperation with the students and the student advisor may schedule parent conferences, mini-presentations by community sources, and specific special events.

The student advisor assists with this program, and is also available to provide more in-depth advisement for students as well as serve as a link to specialized referral sources.

ASSESSMENT

The Litchfield Elementary School District will periodically test all students in grades K-8 using standardized/authentic assessment.

ENTRANCE AGE REQUIREMENTS-KINDERGARTEN AND 1st GRADE (Governing Board Policy JEB)

Students who have not turned age 5 by September 1 of each school year will not be admitted into kindergarten. This includes students who may have attended partial kindergarten.

Children who have attended kindergarten in a previous district or school and who will be 6 years old prior to January 1 may be considered for placement into first grade. Students will initially be placed in kindergarten for up to six (6) weeks while the teacher and/or principal conduct assessments and observe the child's behavior and social interactions. Based on the results of the data and observations, the principal will meet with parents to discuss a final placement and create a plan that best meets the needs of the student. Final placements are made at the principal's discretion.

HOMEWORK

In keeping with the belief that reinforcement of learned skills leads to academic success, teachers may assign homework. It is the student's responsibility to note the assignments in the student agenda and turn in all completed homework when due.

HONORS PROGRAM (MIDDLE SCHOOL)

The Honors Program in the Litchfield Elementary School District has been designed to provide an opportunity for our most highly competent and academically able students to demonstrate their excellence. Entrance into the LESD Honors Program is a rigorous endeavor most appropriate for highly motivated students whose academic abilities and talents span across the entire curriculum spectrum.

The goal of this program is to provide students who have advanced intellectual, academic, and/or creative capabilities the opportunity to dynamically interact with a team of academic specialists. In addition students will work with peers of similar aptitude within a rigorous, interdisciplinary learning environment in order to reach their highest level of learning and accomplishment.

Differentiation in environment, instructional methods, process, and product expectations provide appropriate educational experiences for these students. Students are provided with a rigorous interdisciplinary core curriculum of Language Arts, Reading, Math, Science, and History/Social Studies. Students may also have an opportunity to explore areas of interest in depth through independent research.

Program Entrance Criteria

The identification process to determine eligibility for the LESD Honors Program is an inclusive rather than exclusive procedure. The Litchfield Elementary School District is committed to identifying students from any ethnic background, socioeconomic condition, or geographic location in the District.

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Program Expectations

It is the expectation that the LESD Honors Program will benefit the students within the program as well as the school. The program is designed around these expected outcomes:

- Higher academic gains on standardized testing measures
- Challenging, extended curriculum
- Differentiated process, product, and learning environment
- Higher levels of self-confidence and self-reliance among students
- Increased parent involvement and satisfaction
- Access to a mode for educational excellence, and best practice research
- Increase teacher expectations of students

Attendance Expectations

Excellent attendance is mandatory for success in LESD Honors Program. It is recommended that students be in attendance at least 95% of the time to be successful.

Academic Expectations

Students are expected to maintain at least a "C" in every class. A quarter grade of "D" or "F" will signal a review process through a conference with parents, which may result in probationary status in the program. If necessary, intervention strategies will be implemented, documented, and assessed by the academic team and administration to maximize the opportunity for success of every student.

Behavior Expectations

Behavior must be appropriate to the situation and setting. Students in the program are responsible for personal and interactive behavior. They will be expected to display appropriate learning behaviors in any situation and not interfere with the learning of others. Persistent inappropriate behavior will signal a review process through a conference with parents, which may result in probationary status in the program. If necessary, intervention strategies will be implemented, documented, and assessed by the academic team and administration to maximize the opportunity for success of every student.

HONOR ROLL (MIDDLE SCHOOL)

Qualifications

All middle school students are eligible for the honor roll. All grade subjects including academics and specials will be included in determining GPA. The Grade Point Average (GPA) qualifications for the honor roll are:

Principal's Honor Roll = 4.0

High Honor Roll = 3.9-3.5

Honor Roll = 3.4-3.0

Recognition

Every quarter, all Honor Roll students will be recognized. At the end of the year, any student receiving all "A's" for all quarters (Principal's Honor Roll) will receive special recognition.

Exclusions and/or Exceptions

1. Any student may be exempt from the honor roll due to severe disciplinary problems (Principal's discretion).
2. All new students are eligible at point of admittance to one of the middle schools, with all existing qualifications being transferable from previous school records pertaining to that school year.
3. F's make students automatically ineligible.
4. Conduct/Citizenship marks of "N" or "U" make students automatically ineligible.

MATH ADVANCEMENT (MIDDLE SCHOOL)

Each year, the academic progress of all students receiving math advancements will be reviewed and evaluated by a committee to determine continuation of placement.

A student receiving 85% or higher on the Fall District Math Assessment may be considered for math advancement. Results from the District math placement assessment, along with observations of student behavior and social interactions, will be compiled. To meet academic needs, the student may receive advanced placement and/or enrichment, based on the results of the District placement assessment and evaluation by the committee. Advanced placement for 6th and 7th grade students is defined as advancing levels of math instruction; and may also include online supplemental courses appropriate for the student's needs. For 8th grade, advanced placement may consist of attending a math class in a neighboring high school or equivalent, or taking online courses appropriate to the student's needs.

Students who enroll in the District after the administration of the Fall District Math Assessment may be given the opportunity to take the District Math Placement Assessment upon parent and/or teacher request.

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PROGRESS REPORTS/REPORT CARDS

Progress reports and report cards are hand carried home with students eight times per year. Please discuss the grades and comments with your child. Contact the teacher or student advisor with any concerns or questions. These progress reports/report cards must be signed by the parent and returned to the teacher. Failure to return signed report cards or progress reports may result in disciplinary action.

Grading Criteria

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

Guidelines

- A grade mark is an indicator of academic performance/progress.
- The teacher will provide student/parent(s) with evidence of academic performance/progress throughout the reporting period.
- The grading system will be explained to students by each teacher.
- A grade mark should not be used punitively, nor awarded for non-academic purposes.
- Citizenship shall be evaluated separately. Comments on report cards will be noted as "E" for Excellent, "S" for Satisfactory, "N" for Needs Improvement, and "U" for Unsatisfactory.

Parent Vue (Middle School)

Parent Vue is a web-based program that gives parents access to their student's grades, including missing assignments. Contact the school for information on gaining access to Parent Vue.

Parent/Teacher Conferences

All parents/guardians will be asked to attend a parent/teacher conference in October. January parent/teacher conferences are scheduled as needed. At any given time parents/guardians may contact the school to set up a conference with any or all of their child's teachers to receive a current update on grades/assignments. Please keep in mind that a parent/teacher conference is an excellent opportunity to "touch base" with your child's teachers.

Student Vue (Middle School)

Student Vue is a web-based program that gives students access to their grades, including missing assignments.

PROMOTION/RETENTION STANDARDS

In order to comply with state law, the Litchfield Elementary School District has established the following criteria for determining the promotion/retention of students. In grades K-8, the student shall be promoted if the student receives a teacher's recommendation for promotion. The teacher will base this recommendation on the following criteria:

Academics

1. Students who are passing all academic classes (passing is based upon a yearly average of 60% or better) in which they are enrolled will be promoted and allowed to participate in the promotion ceremony (8th graders).
2. Students who fail one academic class may be assigned to the next level; it may be suggested that summer school be attended.
3. Students in middle school who fail two or more academic classes/subjects may be required to attend summer school and pass the summer school classes in which they are enrolled to be considered for reassignment to the next grade level. Failure of multiple academic classes/subjects may result in retention.
4. When an assigned grade in any class is contested, the appeal addressing the issue will be held as soon as possible. General promotion and retention appeals for all students will take place within five days of receiving the retention notice.

Attendance

The MINIMUM attendance standard for the Litchfield Elementary School District is 162 of 180 days per year, or 90% of the days of the school year. Extenuating circumstances will be considered on an individual basis.

According to state law, each teacher shall make the decision in regards to promotion or retention of students. The teacher will document all recommendations for promotion/retention. The teacher must substantiate recommendations that do not comply with the stated criteria.

If a parent or legal guardian chooses not to accept a promotion/retention decision of the teacher as provided in A.R.S. §15-521, the parent or legal guardian may request in writing within five days that the Governing Board review the teacher's decision with administrative recommendation from the superintendent.

Litchfield Elementary School District #79

End of Year Activities

Participation in end of year activities, including promotion and class rewards, will be contingent on yearlong maintenance of academic and behavioral standards.

STUDENT LEARNING

In the Litchfield Elementary School District we strive to meet the full potential of students through our philosophy and vision of Mission Believe (page 3). As students enter our campuses each day, they will be best suited for success in school by following these simple suggestions:

- Get a good night's rest before school the following day
- Eat a healthy breakfast
- Be on time and prepared to learn
- Come to school with a positive attitude
- Strive for outstanding attendance
- Have a designated place to complete school tasks and projects after school
- Share what you are learning with your family each day
- Read at least 20 minutes outside of the regular school day
- Provide a positive contribution to your school
- Develop a relationship with your teachers, peers, and school for this is your home away from home

TRADITIONAL ACADEMY (K-5 & 6th GRADE)

The purpose of the Traditional Academy Program is to offer students who qualify through an application process, which includes academic data, teacher input, parent input and student input, access to a different curriculum, while working alongside other similarly identified students. Due to the qualifications of the students and the programs in place, learning will be fast-paced and advance through grade level standards at a deeper, more rigorous level.

Traditional Academy Program information can be found on the District website at www.lesd.k12.az.us.

Athletics

The purpose of interscholastic athletics is both educational and recreational. The school sports program should encourage participation by as many students as possible and should always be conducted with the best interests of the participants as the first consideration.

Students need to be in attendance for the full school day to be eligible to participate or attend extra curricular activities, including sports, on that day.

CONCUSSIONS (Governing Board Policy JJIB)

Parents of students who play sports must be aware of the nature and risk of concussion as students participate in sporting activities. If a student is suspected of receiving a severe blow to the head (possible concussion) in a practice session, game or sporting event, the student will be immediately removed from the athletic activity. A coach or parent from the student's team or an official or licensed health care provider may remove a student from play. A student may return to play on the same day if a health care provider rules out a suspected concussion at the time the student is removed from play. The student may return to play only when s/he has been evaluated by and received written clearance to resume participation in the athletic activity from a health care provider who has been trained in the evaluation and management of concussions and head injuries. Without written medical clearance from an appropriate health care provider, students will not be allowed to return to play after being suspected of receiving a concussion while participating in a sports activity.

ELIGIBILITY (MIDDLE SCHOOL) (Governing Board Policy JJJ)

In accordance with the State of Arizona's regulations and Litchfield Governing Board Policy, only those students deemed academically and behaviorally eligible may participate in extra or co-curricular activities, including sports, in which competition is an integral part of the organization. Students must be passing all subjects (this includes academics and specials) and receiving "E," "S" or "N" in work habits/citizenship to be eligible. Study sessions may be available before or after school for students needing assistance.

If a student is assigned In-School or Out-of-School Suspension, the student may not participate in extra-curricular activities scheduled on the day(s) of assignment to ISS/OSS. Tryouts for sports are the only exception for attending an extra-curricular activity on the day of serving ISS. Repeated academic and behavioral issues may result in removal from team as per Administrator's discretion. Please see LESD Athletic Program Packet for more details of eligibility.

INSURANCE

Please be aware that the School District carries no insurance on students. Coverage for injuries sustained at school will need to be secured by parents, either through personal individual/group policies or through an accident policy. Student health insurance information is available on the District website at www.lesd.k12.az.us.

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Attendance Policies and Procedures

Classroom instruction begins when the school day officially starts. As a result, when students come late to school or are tardy, they miss valuable instructional time. Over time, this can add up to a significant loss of instructional time that can negatively impact learning. The parent and the student share in the responsibility of the student arriving to class on time and being prepared to learn. Students arriving after the final morning bell are considered tardy and must report to the office for a pass to class. Tardies will be “excused” only when accompanied by written/verbal notification from the parent/guardian or doctor. All other tardies will be considered “unexcused” tardies. Chronic tardiness is very disruptive. This impacts not only the learning of the tardy child but also the learning of his or her fellow classmates. When students enter class late or leave early, teachers must stop their instruction and help the student to catch up with his or her peers.

ABSENCE-EXCUSED AND UNEXCUSED

Any absence due to illness, accident, medical, bereavement, religious observance, or other circumstance with prior approval of school administration, will be excused provided a call is received by the school attendance office on the day of the absence. Written notification will be accepted by the homeroom teacher (Elementary) or attendance clerk (Middle School) on the morning following the absence. Academic grades may suffer as a result of excessive absences. Any absence without prior knowledge and consent of the parent/guardian and not verified within 24 hours will be classified as unexcused.

C.U.T.S. - COURT UNIFIED TRUANCY SUPPRESSION

School attendance is not only a good personal habit to prepare students for future employment, it is also state law. Arizona State Law (15-802.E, 15-803) requires every person who has custody of a child between the ages of 6 and 16 to make sure that the child attends school for the full time that school is in session unless the child is unable to attend due to illness or another legitimate reason. Since students cannot learn if they are not in school on a daily basis, the Litchfield Elementary School District participates in a partnership program with the Maricopa County Juvenile Court system called C.U.T.S. (Court Unified Truancy Suppression) program. We will be tracking attendance closely to make sure that all students are attending school on a regular and consistent basis.

Every student is expected to be at school every day unless there is a legitimate reason (such as illness) not to be. An absence is defined as a minimum of one missed class period per day. An unexcused absence will count as a “truant” day as defined by law. A student is “habitually truant” if s/he has five or more unexcused absences from school. A student that is absent more than 10% (18 days) of the required number of school days per year is considered to have “excessive absences” whether or not the absence is “excused” or “unexcused.”

When students have excessive absences, the school may cite the student and/or parent through the Juvenile Court C.U.T.S. program. When this action is taken, the student and parent/legal guardian will be required to attend a hearing at the Juvenile Court Center to address the issue. The Court may require the attendance of the parent and the child at a Saturday education class or require the child to attend work hours or counseling sessions as it deems appropriate. The parent will also be required to pay a fee of \$50 to the Court. Parents who fail to comply with the court ordered actions might receive a citation. If convicted, parents face a Class 3 misdemeanor punishable by jail time and/or fines. Please work with your child to ensure that good school attendance habits are firmly established so this is never a concern.

MAKE-UP WORK

When students are absent, it is their responsibility to talk with their teachers and obtain missed assignments. Students should get missed assignments completed and turned in to the teacher immediately. Students are allowed time equal to their period of absence to submit make-up assignments, i.e.: one day absent equals one day for make-up. Parents of students absent for 2 or more days may call the school before 9:00 a.m. on the third day absent and pick up assignments at school. Homework for absences less than 3 days in duration will be handled by the teacher and student upon the student’s return. Homework requests require a 24-hour notice in order to properly prepare all necessary documents.

Books, Supplies, and Equipment

Students will be furnished many of the supplies they need. It is the student’s responsibility to use these materials properly. Books are provided to the students on an assigned basis and the student is responsible for the care of these books.

No student shall deface any property belonging to the District. The type of discipline that may be imposed for damage to school property by students depends upon the circumstances. Students may be subject to discipline for willful damage and destruction of school property (Policy JICB).

MEDIA CENTER

- **Circulation:** Students may have up to two books checked out at one time. The books circulate for a period of two weeks, and they may be renewed if necessary.
- **Overdue Books:** Overdue books must be returned before you are allowed to check out additional books. Lost or damaged books must be paid for before you will be allowed to check out additional books. Payments should be made in the exact amount due for the lost/damaged book. If you recover the lost book after paying the fine, refunds will be issued up to three years from the fine payment date.

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- **Withdrawal Procedure:** When a student is withdrawn from school, the school registrar will check to see if there are any checked out books and will let the parent know the titles of the books so that they may return them to the school.

Code of Conduct

BEHAVIOR GUIDELINES

The purpose of these guidelines is to maximize the educational opportunities available to all students and to insure operation of an orderly, successful school. All students are required to comply with certain standards of behavior. Guidelines are designed to define conduct that may result in disciplinary action to a student. Please note that school disciplinary action can still occur if the incident happens anytime away from school if it impacts the safety of a student(s) at school or if it disrupts the learning environment.

The guidelines below are intended to regulate conduct of the student while the student is on school grounds, traveling to and from school, at school, or traveling to/from a school sponsored off-campus event.

Two guidelines to follow both inside and outside the classroom

1. No one will stop a teacher from teaching or prevent another student from learning.
2. No one will engage in any behavior that is not in his or her best interest or in the best interest of others.

PBIS (Positive Behavioral Intervention and Supports)

The essence of good discipline is a respect for authority, respect for others, respect for self, and respect for rules. PBIS is a school-wide system of support that includes proactive strategies for defining, teaching and supporting appropriate student behaviors to create a positive school environment. Attention is focused on creating and sustaining primary (school-wide), secondary (classroom) and tertiary (individual) systems of support that increase desired student behaviors and decrease office discipline referrals. PBIS emphasizes that classroom management and preventive school discipline must be integrated and working together with effective academic instruction in a positive and safe school climate to maximize success for ALL students.

Campus Expectations

The student will:

- Be in the appropriate classroom and seated when the bell rings
- Not be in possession of unauthorized food or drink – including energy drinks, gum, candy, etc.
- Come to class with appropriate materials
- Not verbally or physically disrupt the educational process
- Return notices sent home for parent signature
- Abide by classroom rules

Student Responsibility

State law maintains the school's authority for the conduct and well being of students from the time they leave home in the morning until they reach home in the evening. The school administration reserves the right to take action involving the student's conduct, regardless of where or when said action takes place if the student brings discredit upon the school, staff, or other students.

Misbehavior will necessitate disciplinary action from a teacher, an administrator, and/or designee. Students who misbehave may be assigned: loss of free time, detention(s), loss of extra-curricular privileges, and/or in school suspension, off campus suspensions(s), or recommendation to the Governing Board for expulsion. Assignment to In-School or Off-Campus suspension is determined by school administration and/or designee.

Due Process of Law

In all disciplinary action included herein, students will be afforded due process of the law as stipulated in Federal and State law and regulations of the Litchfield Elementary School District. The Due Process matrix is included in this section of the handbook.

Progressive Discipline Steps

Students involved in inappropriate behavior will be subject to certain disciplinary actions. A reasonable attempt will be made to contact parents when a referral results in disciplinary action. Depending upon the behavior problem of the student, one or more of the following actions may be taken by school officials:

Informal Talk

A school official will talk to the student and try to reach an agreement regarding how the student should behave.

Conference

A formal conference is held between the student and one or more school officials.

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Parent Involvement

The parent/guardian will be notified by telephone, personal contact, letter, or certified letter. A conference may be conducted between the student, parent/legal guardian, appropriate school personnel, and any other individuals concerned.

Isolation

Students interfering with the learning process will be removed and sent immediately to the isolation location for the balance of the period. They will complete assigned work. Continuing problems may result in an office referral.

Detention

Lunch Detention will be issued at the discretion of the teacher when immediate consequences are warranted.

Before and/or After School Detention (Middle School Only) may be assigned by teachers, staff and administrators. Parents will be notified in advance of the detention assignment. Students assigned detentions must bring work and complete all detentions assigned to them. If detention(s) are not successfully completed, additional consequences may occur.

Suspension

In-School Suspension (Short-term) (I.S.S.)

This program is designed to provide structured supervision to those students who, by their behavior, have indicated a lack of self-discipline and/or have caused disruption to the orderly conduct of the classroom or the school. During the period of assignment, academic work will be provided. There are four objectives to in-school suspension:

1. To serve as a consequence of unacceptable behavior.
2. To modify negative attitude towards the academic environment and authority figures so that the student will refrain from unacceptable behavior upon return to the classroom.
3. To help the student become aware of the control they have over their own behavior and of how their own behavior affects others.
4. To help the student learn to make responsible decisions and effectively solve problems. In-School Suspension is assigned by the administration. Assigned days will be progressive in nature. Students will lose school privileges on the day(s) of assignment; i.e. extra-curricular activities, etc.

Students in ISS must report immediately to the office upon arrival and leave campus at the time of dismissal. Their attendance at any after-school activity is prohibited.

Out-of-School (Short-term) Suspension (O.S.S.)

The student is informed that he/she is subject to a short suspension (ten days or less). The student may NOT be on a LESD campus for any reason during this suspension. The student's parent/legal guardian will be notified by telephone or letter that the student is subject to a short-term suspension.

Long-term Suspension/Expulsion

The student is informed that he/she is subject to long-term or permanent removal from school. The student's parent/legal guardian is notified by telephone and letter that the student is granted a hearing to determine future attendance in the Litchfield Elementary School District. The student may NOT be on a LESD campus for any reason during this suspension. The District Superintendent, or the designee, will recommend to the Governing Board that the student will be placed at the White Tanks Learning Center, long-term suspended, or expelled based upon the results of the hearing.

There is no appeal for short-term suspensions.

BULLYING

The Litchfield Elementary School District believes that every child has the right to go to school in a safe and supportive environment. For this reason, bullying or harassment of another student will not be tolerated at any time. Bullying or harassment of another person can take many forms. In addition to physical abuse such as threatening, hitting or kicking another person, it can also be verbal. Verbal bullying can take the form of threats, persistent teasing, ridicule, or spreading rumors about another person either verbally or in writing. Bullying can also occur in the digital environment such as on blogs, in texts, via emails or by posting on social networks. Please note that school disciplinary action can still occur if the incident happens away from school if it impacts the safety of a student(s) at school or if it disrupts the learning environment.

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If your child feels that he/she is the victim of bullying, please bring your concern to the attention of school personnel. We have a "Safe Schools Alert" tip reporting system that allows students, staff, and parents to submit safety concerns. Reporting can be done:

1. By Phone: 1-855-4ALERT1 (1.855.425.3781), Ext. 1012
2. By Text: Text to ALERT1 or 253781. Begin your message with the phrase #1012 followed by your tip
3. By Email: 1012@alert1.us
4. Via the Web: <http://1012.alert1.us>

Negative Group Affiliation

Groups that initiate, advocate, or promote activities that threaten the safety or well being of persons or property on school grounds or disrupt the school environment are harmful to the educational process. Any student who wears, carries, or displays gang clothing, drawings, pictures, symbols, or paraphernalia; or who exhibits behavior or gestures which symbolize gang membership, who causes and/or participates in activities which intimidate or adversely affect the educational pursuits of another student or the orderly operation of the school, shall be subject to disciplinary action. This includes groups of individuals all dressed in the same colors of clothing. Displaying any numbers as well as any other symbols recognized as being associated with gangs is prohibited.

DRESS CODE (Governing Board Policy JICA)

We encourage students to take pride in their attire as it relates to the school setting. Students are to dress in a manner that, in addition to the following guidelines, takes into consideration the safety, health, and welfare of self and others, and does not disrupt the learning environment. Appropriateness of dress shall be determined by the school administration according to Governing Board Policy.

If the student does not follow the dress code, he/she will be sent to the office for a change of clothing and/or will be subject to disciplinary action. Violations are not negotiable; our students will present themselves appropriately. Due to rapid changes in our society, it may become necessary to modify the dress code or to include additional items at the judgment of the administration. Please refer to page 32.

Prohibited Clothing/Items

The following clothing/garments/articles Are Not permitted on campus or at any school activity:

Shirts/Tops/Dresses

- Strapless, straps less than 1" wide, racerback, or backless dresses or blouses, and halter tops
- All undergarments (brassieres, etc.) must be fully covered
- Blouses or shirts of a transparent or mesh material revealing a bare midriff or shoulders
- Tops or dresses that reveal cleavage
- Tops that are so short they cannot be tucked in
- Muscle shirts and oversized tanks must have a t-shirt worn underneath
- Hoodies covering the head may only be worn outside

Pants/Shorts/Bottoms

- Low-hanging or sagging pants, including exposure of any undergarments
- Shorts, skirts, and dresses shorter than mid-thigh length
- Tights, leggings, spandex, and other types of form fitting clothing must be accompanied by skirts, shorts, tops/shirts or dresses of appropriate length

Shoes

- Bare feet are not acceptable. In the interest of safety, shoes must be worn at all times.
- Slippers of any kind

Accessories

- Any item that is a distraction/disruption to the classroom learning environment
- Hairnets, skull caps, and "do-rags"
- Hats of any kind are not permitted on middle school campuses
- Spiked or studded belts, earrings, bracelets, or necklaces
- Chain belts, wallet chains, handcuffs, or sharp, heavy rings

Other Guidelines

- Clothing, hats, jewelry, or accessories that display inappropriate messages or symbols
- Clothing that promotes alcohol, drugs, tobacco, gang affiliation, nudity, or profanity
- Clothing with messages or pictures referring to death, violence, Satanism, racism, weapons, sex, profane or obscene statements
- Pajamas of any kind
- Writing or drawing on skin or clothing

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Prohibited Personal Items

The following personal items Are Not permitted on campus, school buses, or at any school activity:

Personal Items/Contraband

- Electronics, iPods, mp3 Players, PSP, Game Boy, cell phones, smart watches, cameras, electronic games, kindle, nook, iPad, other personal electronic equipment or communication devices. *The District is not responsible for lost, stolen, or damaged electronic devices.*
- Self-balancing scooters
- Laser pointers
- Permanent markers, super glue
- Gum
- "Monster," "Red Bull," and similar energy drinks
- Long sticks and clubs used as sports equipment
- Gambling games or devices
- Knives, chains, or firearms of any kind or size, including pocket knives; or any instruments that could be used as a weapon or a simulated weapon (Please refer to page 34-35)
- Cigarettes, electronic cigarettes, hookah pens, matches, lighters, and tobacco
- Any explosive or shock devices
- Alcohol, drugs or drug paraphernalia

LOCKERS (MIDDLE SCHOOL)

Students should be reminded that items placed in their lockers are their responsibility and that the school assumes no liability for items taken from lockers.

Students need to understand that:

1. Student lockers are the property of the school system and remain at all times under the control of the school system.
2. The school system retains the right to inspect student lockers for any reason, at any time, without notice, without student consent, and without a search warrant.
3. Students are totally responsible for all items found in the locker as well as being financially liable for any damage occurring to the locker.
4. Locker combinations or locks will not be changed without school authorization.
5. Students are not to share lockers or combinations unless authorized by school personnel.
6. In the case of increased student enrollment, lockers may or may not be available.

VANDALISM/DAMAGE

Defacement of any school property will require repair of the damage and/or monetary restitution to the School District by the parent or guardian of the student in accordance with Arizona State Law.

Food Services

The goal of the Litchfield Elementary School District Food Services Department is to contribute to a school environment that enhances student achievement and provides healthy, nutritious, and appetizing meals for its students. Based on the premise that well nourished students are better prepared to receive the instruction of the school day, the Food Services Department plays a vital role in each school's educational team. LESD participates in the National School Breakfast and Lunch Program and all meals comply with USDA nutrition requirements and standards.

FREE AND REDUCED PRICED STUDENT MEALS

Free and Reduced meal plans are available through the National School Lunch Program. Depending on family income, students may qualify for a free or reduced priced breakfast and lunch. We encourage all parents to apply. You may do so online at www.SchoolLunchApp.com, or an application can be downloaded from the District website (www.lesd.k12.az.us). Paper applications are also available at all school offices and cafeterias. Students who qualified for free and reduced meals for the previous school year keep the same status for 30 days at the beginning of the current school year per USDA regulations. A new application is required each school year. If one is not received within 30 days of the beginning of the school year, parents/guardians will be charged for meals until the new application is received and approved.

MEAL PAYMENTS

Students may choose to eat a cafeteria breakfast and lunch meal each day. Menus are posted on the District website. All students have a meal account with ID numbers. Monthly prepayments are encouraged. Payments made with a check, money order, or cash will be accepted every day until 9:00 a.m.; or you may use the online payment option on the website at www.myschoolbucks.com where you can access your child's account balance. LESD has a NO CHARGE policy. Students without sufficient funds in their accounts will be given an alternative meal. A limit of three alternative meals is allowed. Please make sure you are up to date on your child's meal account because we enjoy seeing all the happy faces coming through our lunch lines. If you have any questions please call the school cafeteria.

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HEALTH AND WELLNESS GUIDELINES

As part of the Healthy, Hunger-Free Kids Act of 2010, our District implemented the Smart Snacks in School nutrition standards. We want to spread a consistent message about the importance of healthier foods and beverages. To do this, we are asking that classroom celebrations reflect the healthy changes being made throughout the rest of the school building, such as in the cafeteria and other places where foods and beverages are sold and served to students. We are asking that celebrations include healthy choices instead of high fat, sugary options. The complete health and wellness policy is available on the District website.

While it is at your discretion about the items you would like your child to bring for a class celebration, we are asking for your help in creating new celebration traditions that focus on non-food items or healthier foods and beverages. In support of these healthier options, we will limit birthday celebrations to once a month.

General Information

CAMPUS ACCESS AND CLOSED CAMPUS

Students may not arrive on campus prior to 30 minutes before the start of the school day. Once students have arrived on campus, they may not leave the campus during school hours unless they are officially "signed out" by a parent/guardian or individual designated on the student's emergency contact section of the student registration form. All emergency contacts must be 18 years of age or older. Students who leave campus without permission from the school office staff will be considered truant and disciplinary action will be taken.

Parents must notify the school office in writing of any changes to the information on the student registration form. This includes changes to who can be contacted in the event of an emergency or who can pick up the child from the school campus. Individuals not specifically listed on the student registration form will not be allowed to remove a student from school.

No student visitors are allowed on campus during regular school hours. Please see other rules that apply to visitors in the "VISITORS" section of this handbook.

All adults seeking to sign out a student during the school day will be asked to provide a picture ID verifying identity and sign the school check-out log. While we understand that emergency situations that necessitate picking a student up within the last 30 minutes of the school day do arise from time to time, please understand that this is a busy time for the office. If at all possible, please make appointments after the school day ends or on Saturdays rather than during the school day.

EMERGENCY NOTIFICATION SYSTEM

The District has an automated emergency notification system. This system will quickly alert, by telephone, all District families of emergencies and school closings. Your caller ID will display the number as 623-535-6099. ***Please do not call the school or District Office without listening to the instructions in the message first.*** It is very important to keep your phone information updated so that you will receive these calls. For more information please look on our webpage under the Parent Info tab.

GUEST TEACHERS

Guest teachers are employed to continue the educational learning in the absence of the regular classroom teacher. Students are expected to treat guest teachers with respect. Consequences for misbehavior in a guest teacher's room will be handled by administration in the same way it would be handled for a regular classroom teacher. We encourage our students to be on their very best behavior for our guest teachers as they play a very important role in our organization.

INTERVIEWS

According to Governing Board Policy JIH, school officials may question students regarding matters incident to school without limitation. The parent will be contacted if a student interviewed is then subject to discipline for a serious offense. A student may decline at any time to be interviewed by the School Resource Officer (SRO) or another peace officer.

...with Department of Child Safety Workers

Interviews by Department of Child Safety workers who are investigating abuse/neglect may be conducted at District schools. The parent of a student who is the subject of an investigation, or a sibling of the subject, need not be given notice of such interviews. School officials may be present at the interview only if it is necessary to the investigation.

...with Law Enforcement Officers

In cases where law enforcement officers interview students for criminal investigations, the building administrator shall make reasonable efforts to notify the student's parent/guardian of the interview, unless the law enforcement officer deems that notification would interfere with a criminal investigation.

LOST AND FOUND

Students must assume sole responsibility for loss of, or damage to their property. The school will endeavor to protect, but is not responsible for personal property. We suggest that identification marks be put on your personal belongings. Found articles should be taken to the lost and found area at the school. Lost articles may be claimed before or after school or during the lunch period. Unclaimed articles will be given to charity during the school year.

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NON-DISCRIMINATION NOTICE

The Litchfield Elementary School District does not discriminate on the basis of race, color, religion, sex, national origin, age, sexual orientation, or disability in its educational programs or employment policies.

PARENT ORGANIZATIONS

Groups of parents, community leaders, teachers, and staff meet monthly and are actively involved as a conduit for input on various aspects of school leadership. These organizations vary from school to school. We encourage you to get involved in your local school parent organization.

SAFETY DRILLS

We are committed to providing a safe campus for all of our students and staff. Periodically, we will hold drills that reinforce the skills necessary to ensure the safety of all in an emergency.

SEARCH AND SEIZURE (Governing Board Policy JIH)

Order, safety, and security are essential to a productive learning environment. When the learning environment is threatened by the presence of contraband, school officials have a responsibility and the authority (Policy JIH) to search for and obtain the contraband from students or non-students if there is a reasonable suspicion that the student possesses such contraband. Student desks, school textbooks, lockers, and library books are the property of the School District and remain, at all times, under control of the District. Inspections of any desks/lockers may be conducted by school authorities at any time without a search warrant or student consent. Students are expected to assume full responsibility for the security and safekeeping of their desks, books, and other property and equipment.

SPECIAL OCCASIONS

For safety reasons, all food items brought to school must be store bought and in original packaging.

TELEPHONE USAGE AND MESSAGES

We encourage students to plan ahead with regard to supplies, assignments, and after-school activities. Therefore, we discourage student telephone use during the school day unless it is an emergency. To use a telephone, students must receive a pass from a teacher. Since teachers and office staff members are busy with their duties during the day, please respect their time by only leaving messages for students when it is truly an emergency and you have not been able to plan ahead for the situation. The last 30 minutes of the school day is an especially busy time for the front office, so please avoid leaving messages for students during this time if at all possible.

VIDEOS/MOVIES/ELECTRONIC MATERIALS (Governing Board Policy IJND-R)

It is the policy of the District that there is educational value in utilizing movies, videos, and electronic materials in classrooms only when such extend and reinforce the concepts being taught and have been planned for in advance. Movies, videos, and electronic materials that are rated PG, PG-13 or R are not shown in classrooms or at any District facility without principal approval.

Teachers must notify parents in advance of the title of the video/movie with a PG, PG-13, or R rating and the date of viewing. Parents have the right to request that their child not view any video/movie.

VISITORS

The community is welcome at Litchfield Elementary School District schools. Parent involvement is a big reason LESD ranks among the best School Districts in Arizona. Parental involvement is strongly encouraged and solicited, since research shows that a child's success in school is directly related to his/her parents' interest and involvement. We ask that arrangements be made with the school at least one day prior to visiting classrooms.

According to Governing Board Policy KI-R, all visitors to any school campus must report to the school office upon arrival. All visitors will be required to sign the register and show ID to enter the campus. Brothers, sisters, and other young adults are not permitted to visit unless they are with a parent/guardian. Student visitors are not allowed on campus during regular school hours. All visitors are expected to conduct themselves in an appropriate manner. "A person who knowingly abuses a teacher or other school employee on school grounds or while the teacher or employee is engaged in the performance of his duties is guilty of a class 3 misdemeanor." (A.R.S. §15-507)

For the safety of all students on campus, parents/guardians who come to have lunch with their child will be asked to sit at the designated parent table with their child only.

VOLUNTEERS

Parent and community volunteers are welcome and encouraged to volunteer in the classroom. All volunteers must fill out volunteer forms and receive training before beginning work as a volunteer. Volunteer forms are completed annually. Forms are available on the District website at www.lesd.k12.az.us. A hard copy of the form is also available in all school offices.

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The District volunteer training sessions vary at each school. Please check with school office personnel for dates and times of their training sessions. You may also access the online volunteer training PowerPoint presentation on the District website at www.lesd.k12.az.us. Please view the entire PowerPoint presentation. The last slide will direct you to fill out a form stating you have completed the training. All volunteers must be at least 21 years of age.

Young children can be a distraction from the learning environment, so please do not bring younger siblings when volunteering.

Background Check

All non-parent/guardian (including step-parent) volunteers must have a background check before volunteering in our School District. To do this, we will need a copy of your driver's license, which you can take to the District Office. The District Office is open M-F, 7:30 a.m.-4:30 p.m. Volunteer paperwork and background checks must be done one week prior to the scheduled field trip. This will give the District Office time to process all the necessary paperwork. **ALL volunteers wanting to chaperone an overnight field trip MUST be fingerprinted. This includes parents. Please call 623-535-6014 to make an appointment.**

Health

The school nurse is the consultant for students concerning health problems. The school nurse cannot diagnose health conditions. If a student is injured or becomes ill at school, they should report to his/her teacher and obtain a pass to the nurse. The nurse will call the parent when necessary.

Parents, please be aware of your child's health before sending them to school. A child who is ill runs the risk of infecting others.

CONCUSSIONS

According to the Centers for Disease Control and Prevention, "A concussion is a type of traumatic brain injury, or TBI, caused by a bump, blow, or jolt to the head that can change the way (the) brain normally works. Concussions can also occur from a fall or a blow to the body that causes the head and brain to move quickly back and forth." Contrary to popular belief, most concussions are not associated with unconsciousness, or being "knocked out." A concussion can range from a mild (brief change in mental status or consciousness) to a severe injury resulting in an extended period of unconsciousness or amnesia after the injury. Depending on the severity of the concussion, the side effects may last from no more than a few seconds to many, many months. All concussions should be considered serious. Following a concussion, even a mild one, a subsequent impact injury can slow recovery and increase the probability of long-term health problems. In rare cases, multiple concussions within a short period of time can even be fatal. For this reason, the Litchfield Elementary School District takes head injuries very seriously.

DRUG TESTING KITS

Drug testing kits are available at no charge at each middle school. Parents can request a kit to administer at home if they suspect drug use.

EMERGENCY RESOURCES

Emergency resources are available in times of crisis. No matter what the reasons, when you feel like giving up, DON'T. You are not alone. We are here to listen and help. Please call 602-248-8336 (TEEN) or 800-248-8336 (TEEN) as soon as possible. TeenLifeline.org

IMMUNIZATIONS

All students must be current on all immunizations. Please check the Arizona Department of Health Services website for up to date immunization information at www.azdhs.gov/phs/immunization or consult your child's school nurse.

INSURANCE

Please be aware that the District carries no insurance on students. Coverage for injuries sustained at school will need to be secured by parents, either through personal individual/group policies or through an accident policy. Student health insurance information is available on the District website at www.lesd.k12.az.us.

MEDICAL DEVICES

In the case that your child requires the assistance of a medical device such as a cane, wheelchair, medical boot, crutches, cast, brace, sling, or any other device used to assist as a medical support or intervention, it is required that parent/guardian notify the school nurse and/or provide orders from a health care provider. Medical devices are not available or provided by the school.

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PREVENTION OF COMMUNICABLE DISEASES

To help prevent the spread of communicable diseases such as flu, common cold, bacteria, and viruses, it is extremely important to follow hand washing protocol as provided by the Arizona Department of Health Services. It is also required that students are fever free for at least 24 hours and without the use of fever-reducing agents such as aspirin, acetaminophen, or ibuprofen, before sending them to school. (www.azdhs.gov)

STUDENT MEDICATIONS

Students requiring medicine during school hours, including Over-the-Counter (OTC) medicine, must have a parent/guardian's written permission form on file for each new school year. ALL PRESCRIPTION MEDICATION MUST BE BROUGHT TO THE SCHOOL NURSE BY THE PARENT/GUARDIAN, IN THE ORIGINAL PRESCRIPTION BOTTLE AS SET UP AT THE PHARMACY. The parent/guardian must sign a consent form to administer prescriptions during school hours. A physician's signature may be required on this form. Federal law prohibits administering medication to anyone other than the person it is prescribed for. The Health Center has a supply of generic Tylenol, Ibuprofen, antacids and throat lozenges for students with a consent form on file signed by a parent/guardian. All prescription and OTC medications will be administered from the health office. This includes any over-the-counter medicine such as throat lozenges (cough drops), cough syrup, Tylenol, etc.

STUDENTS NEEDING AN EXCUSE FROM P.E. PARTICIPATION

All students requesting an excuse from P.E. must bring a signed note to the nurse from his/her parent. The nurse will then write an "Excused from P.E." pass for the student. Any excuse over one week must be accompanied by a doctor's written note.

Transportation

*Governing Board Policies – EEAA, EEAE, EEAE-RA, EEAE-RB, EEAE-EA, EEAE-EB, EEAE-EC
Arizona Department of Administration-Minimum Standards for School Buses and School Bus Drivers Arizona
Administrative Code (A.A.C.) R17-9-104 (D)(4,5,15,16,19,20,21,22,23)*

The partnership between parents, students and Student Transporters is key to providing each child a successful ride to and from school. We appreciate you working with us by encouraging your children to do their part to maintain a positive school bus environment – one that inspires student achievement and social responsibility. The Litchfield Elementary School District provides bus transportation for elementary and middle school students who live one mile or more from school, or who live where there are hazards such as major arterial streets and/or intersections (Governing Board Policy EEAA). For safety reasons, parents are encouraged to supervise their children at the bus stop. All students should be able to identify the location of their bus stop. This is most important for Kindergarten students who must be met by a parent or designated individual.

BICYCLES AND OTHER TRANSPORTATION DEVICES

Students in grades 1st-8th may ride bicycles to and from school. Students are strongly encouraged to wear helmets while riding their bicycles, and to obey all city and state bicycle traffic safety rules. Students who violate city, state or school bicycle guidelines may lose their privilege of riding a bicycle to and from school. Riding bicycles on school grounds is not allowed. Bike racks are available for bicycle storage at each school, but students must provide their own chains and/or locks to secure their bicycles. Each bicycle must be stored in the campus bicycle rack and locked with an individual lock while on campus. The District is not responsible for lost, damaged, or stolen items.

Each middle school has its own rules for the use and storage of skateboards, scooters, and rollerblades. Please follow the information provided by the school on the use and storage of these devices. When permitted by the school, the same rules as for bicycles apply. Wheeled shoes and self-balancing scooters are not permitted on any school at any time.

BUS PROCEDURES

Litchfield Elementary School District strives to provide excellent customer service to the parents and students of our District. We want to provide the safest possible means of transportation for your child(ren). For this reason, rules and policies are enforced on all of our school buses. Please take a moment to review the following with your child(ren).

Riding the school bus to and from school and on field trips is a privilege that Litchfield Elementary School District extends to our students. It is not a right and may be revoked if any of the following rules are not followed:

- Be at the bus stop at least 5 minutes prior to the scheduled pick-up time.
- Students are expected to follow the Student Transporter's instructions at all times.
- Students are expected to have their Passport to Education bus pass with them at all times.
- Students are expected to sit in the assigned seat at all times. Student Transporters will assign seats to all students. Refusal to sit in assigned seat constitutes insubordination, resulting in suspension of school bus privileges.
- Students are expected to sit with their back against the seat, facing the front of school bus, and feet on the floor.
- The aisle is to be kept clear at all times. Legs, feet, backpacks, and all other items are to be kept out of the aisle.
- Throwing anything inside the school bus or out the window from the school bus will result in suspension from the school bus.

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- Any type of vandalism to our school buses will not be tolerated and will result in suspension from the school bus and restitution to the School District.
- Students are encouraged to bring water bottles (no glass) on the school bus. All other types of drinks (coffee, soda, etc) and food (afternoon snacks, chips, candy, etc) are to be kept in backpacks.
- Be courteous to your Student Transporter and fellow riders. Fighting, loud and/or vulgar language, and disrespectfulness will not be tolerated and may result in suspension from the school bus.
- Students shall ask for permission before putting down windows on a school bus. When the windows are down, at no time shall a student extend any body part or throw anything out of the school bus window.

Loading and Unloading the School Bus

This can be the most dangerous part of a child's day. Please take a moment to review the following rules with your child(ren):

- Students are expected to be at the school bus stop **5 minutes** prior to the scheduled pick-up time.
- Students should stand at least 5 feet back from the curb while waiting for the school bus to arrive.
- When the school bus is approaching the bus stop, students should stand in line and wait until the school bus has stopped before walking towards it.
- Have your Passport to Education bus pass ready before boarding the school bus.
- Use the handrail when boarding and departing the school bus.
- If you are crossing the street when departing the school bus, wait for the Student Transporter to signal that it is safe to cross the street in front of the school bus. **Never cross behind the school bus!**

Assigned Bus Stops

Students are expected to load and unload the school bus at the bus stop assigned to them by the Transportation Department. Stops are assigned based on the closest, safest stop within walking distance from their residences. In the event that you would like the bus stop changed, please contact the Transportation Department to request the form, or visit the department website. Verbal requests will not be accepted. Requests will not be in effect until approved by the Transportation Department.

Electronic Devices

Technology has encumbered our lives from every aspect. MP3 Players, iPads, iPods, cell phones, nooks, kindles, electronic games, etc. may be used on the school bus with permission from the Student Transporter, and only with headphones. Talking, texting, pictures and/or videos from all electronic devices is strictly prohibited while riding a LESD school bus and could result in discipline. Transportation is not responsible for lost, damaged or stolen items.

Passports to Education

Litchfield Elementary School District has adopted a "bus pass" program for all students who ride the school bus on a regular basis. The District provides the first Passport to students, and students are expected to have the Passport at all times when riding the school bus. A replacement Passport may be obtained by contacting the Transportation Department. A \$5.00 fee will be charged for replacing broken, lost, or damaged Passports.

Prohibited Items

Items that are prohibited on the school bus at all times include: glass, live animals (except for service animals), balloons, skateboards, self-balancing scooters, tobacco, alcohol, and any controlled substances. Also, if your child is in band, the following band instruments are not allowed on the school bus during travel to and from school: tuba, baritone saxophone, baritone/euphonium, and certain percussion kits, depending on size. In the event that a student tries to board the school bus with any of the listed items, the Student Transporter will deny entrance to the school bus and it will be the parent's responsibility to transport the student to school.

Riding on a Different School Bus than Assigned

If your child will be riding home on a different school bus than assigned or home with a friend, parents must send a signed note with their contact information, the child's name, the student they will be going home with, the bus stop, and the bus number. The student must take the note to the school office in the morning and receive a bus pass. Students will only be allowed to ride if they have a bus pass and if there is space available on the school bus. Students assigned to that route have priority over students who are riding home with friends or not assigned to that route. Do not assume that because you sent a note with your child they will be able to ride another school bus.

Student Discipline

Student discipline is taken very seriously on each of our school buses. Riding a school bus is a privilege, not a right, and the ride needs to be safe and enjoyable for all students and staff members. Following is a list of infractions issued by the Transportation Department. Please review the list with your child(ren) to ensure they understand the consequences for their actions.

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Minor Offenses

Failure to obey authority; profanity or obscene gestures; eating, drinking, chewing gum; not being seated properly; standing while the school bus is in motion; pushing, shoving, kicking; littering; excessive noise; unacceptable materials; crossing behind the school bus; continuously late to the bus stop; riding unassigned school bus or getting off the school bus at unassigned stop without permission; and unauthorized use or distraction with electronic devices.

Consequences:

See Due Process Procedures on following pages. At the discretion of the Transportation Department, discipline can include suspension of school bus privileges.

Major Offenses

Refusal to respect authority; failure to provide name when asked or giving a false ID; throwing objects in, at, or from the school bus; harassment of another student or Student Transporter; possession of an instrument construed as a weapon; damage or vandalism; impeding the movement of the school bus; distracting the Student Transporter; spitting; and possession of glass objects.

Consequences:

See Due Process Procedures on following pages. At the discretion of the Transportation Department, discipline can include suspension of school bus privileges.

Severe Offenses

Use of or possession of tobacco, alcohol, or any controlled substance; use of flammable objects; possession of explosive device, gun, or knife; fighting/assault of Student Transporter or another student; placing any part of the body outside of the school bus window; operating controls without the Student Transporter's consent; operating emergency exits or equipment in a non-emergency situation; attempting to or holding on to the exterior of the school bus; and pointing any weapon at the school bus.

Consequences:

See Due Process Procedures on following pages. At the discretion of the Transportation Department, discipline can include suspension of school bus privileges.

All Litchfield Elementary School District school buses are equipped with video and audio surveillance equipment.

In conclusion, all of the above rules, policies, and procedures are in place to ensure that your child(ren) has a safe, enjoyable ride while on our school buses. Safe transportation is a cooperative effort among our School District, our parents, and our students. If you have any questions regarding our transportation program, we invite you to contact the Transportation Department at 623-535-6070.

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Litchfield Elementary School District DUE PROCESS PROCEDURES

This handbook serves as the due process notice for behavioral standards in the Litchfield Elementary School District. The infractions and violations listed are aligned with Arizona Safe Schools and the Arizona State Reporting System. Reasonable attempts are made to notify parents of all disciplinary referrals at school or on the bus.

	Violation	Definition of Infraction	1st Referral	2nd Referral	3rd Referral	
Aggression	Aggravated Assault (Must be Reported to Law Enforcement)	A.R.S. §13-1204 A person commits aggravated assault if the person commits assault as defined under any of the following circumstances:	1. If the person causes serious physical injury to another.	ISS = In-School Suspension OSS = Out-of-School Suspension		
			2. If the person uses a deadly weapon or dangerous instrument.			
			3. If the person commits the assault knowing or having reason to know that the victim is a peace officer, or a person summoned and directed by the officer while engaged in the execution of any official duties.	5 days OSS	10 days OSS	Long Term Suspension
			4. If the person commits the assault knowing or having reason to know the victim is a teacher or other person employed by any school and the teacher or other employee is upon the grounds of a school or grounds adjacent to the school or is in any part of a building or vehicle used for school purposes, or any teacher or school nurse visiting a private home in the course of the teacher's or nurse's professional duties, or any teacher engaged in any authorized and organized classroom activity held on other than school grounds.			
			1. Intentionally, knowingly or recklessly causing any physical injury to another person.			
Assault	A.R.S. §13-1203 Assault	2. Intentionally placing another person in reasonable apprehension of imminent physical injury.				
		3. Knowingly touching another person with the intent to injure, insult or provoke such person.				
Disorderly Conduct		A.R.S. §13-2904 A person commits disorderly conduct if, with intent to disturb the peace or quiet of a neighborhood, family or person, or with knowledge of doing so, such person:	1. Engages in fighting, violent or seriously disruptive behavior.	Detention 1-3 days ISS/OSS	3-5 days ISS/OSS	5-10 days ISS/OSS
			2. Makes unreasonable noise.			
			3. Uses abusive or offensive language or gestures to any person present in a manner likely to provoke immediate physical retaliation by such person.			
			4. Makes any protracted commotion, utterance or display with the intent to prevent the transaction of the business of a lawful meeting, gathering or procession.			
			5. Refuses to obey a lawful order to disperse issued to maintain public safety in dangerous proximity to a fire, a hazard or any other emergency.			
Endangerment	A.R.S. §13-1201 Endangerment	A person commits endangerment by recklessly endangering another person with a substantial risk of imminent death or physical injury.	1-3 days ISS/OSS	3-5 days ISS/OSS	5-10 days ISS/OSS	
Fighting	Mutual participation in an incident involving physical violence, where there is no major injury. Verbal confrontation alone does not constitute fighting.					

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Violation		Definition of Infraction	1st Referral	2nd Referral	3rd Referral		
Aggression	Minor Aggressive Act	Student engages in non-serious but inappropriate physical contact, i.e., hitting, poking, [pulling] or pushing. Other behaviors that may be considered under this violation are running in the building, hallways, or corridors, pulling a chair out from underneath another person, or other behaviors that demonstrate low-level hostile behaviors.	Conference Detention(s) 1-3 days ISS/OSS	3 days ISS/OSS	5 days ISS/OSS		
	Recklessness	Unintentional, careless behavior that may pose a safety or health risk for others.					
	Verbal Provocation	Use of language or gestures that may incite another person or other people to fight.					
Violation		Definition of Infraction	1st Referral	2nd Referral	3rd Referral		
Alcohol, Tobacco, and Other Drugs	Alcohol	Possession, Sale or Distribution, Share, or Use	The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of intoxicating alcoholic beverages or substances represented as alcohol. This includes being intoxicated at school, school-sponsored events and on school-sponsored transportation.	5-10 days OSS Pending Hearing	10 days OSS Pending Hearing	Long Term Suspension	
	Drugs	Paraphernalia	Possession, Sale or Distribution, Share, or Use	The unlawful use, distribution, sale, purchase, possession, or transportation of any controlled drug or narcotic substance or equipment and devices used for preparing or taking drugs or narcotics. Includes being under the influence of drugs at school, school-sponsored events and on school-sponsored transportation. Category includes over-the-counter medications if abused by the student. This category does not include tobacco or alcohol. "Drug" means any narcotic drug, dangerous drug, marijuana or peyote. (A.R.S. §13-3415)	5-10 days OSS Pending Hearing	10 days OSS Pending Hearing	Long Term Suspension
		Illicit Drug (Must be Reported to Law Enforcement)					
		Inhalants					
		Over the Counter (OTC) Drugs (Inappropriate Use of)					
		Prescription Drugs (Inappropriate Use of)					
		Substance represented as illicit drug					
	Unknown Drug (Must be Reported to Law Enforcement)	"Drug paraphernalia" means all equipment, products, and materials of any kind, which are used, intended for use, or designed for use to introduce into the human body a drug in violation of this chapter. (A.R.S. §13-3415 F.1)					
	Tobacco	Possession	A.R.S. §36-798.03 The possession, use, distribution or sale of tobacco products on school grounds, at school-sponsored events and on school-sponsored transportation	3-10 days OSS Pending Hearing	10 days OSS Pending Hearing	Long Term Suspension	
		Sale or Distribution	A.R.S. §13-3622 A person who knowingly sells, gives or furnishes cigars, cigarettes or cigarette papers, smoking or chewing tobacco to a minor				
Share		A minor who buys, or has in his possession or knowingly accepts or receives from any person, cigars, cigarettes or cigarette papers, smoking or chewing tobacco of any kind.					
Use							

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	Violation	Definition of Infraction		1st Referral	2nd Referral	3rd Referral
Arson	Arson of an Occupied Structure (Must be Reported to Law Enforcement)	A.R.S. §13-1704 A person commits arson of an occupied structure by knowingly and unlawfully damaging an occupied structure by knowingly causing a fire or explosion.	A.R.S. §13-1701 Occupied structure means any structure in which one or more human beings either is or is likely to be present or so near as to be in equivalent danger at the time the fire or explosion occurs. The term includes any dwelling house, whether occupied, unoccupied or vacant.	7-10 days OSS Restitution	Long Term Suspension Restitution	
	Arson of Structure or Property	A.R.S. §13-1703 A person commits arson of a structure or property by knowingly and unlawfully damaging a structure or property by knowingly causing a fire or explosion.				
	Violation	Definition of Infraction		1st Referral	2nd Referral	3rd Referral
Attendance Policy Violation	Leaving School Grounds without Permission	Leaving school grounds or being in an "out-of-bounds" area during regular school hours without permission of the principal or principal designee. Students who leave without permission create a serious legal liability problem for the District.		1-3 days ISS	3-5 days ISS	5-10 days ISS
	Other Attendance Violation	Being in an unauthorized area without permission from school personnel.		Conference Detention(s) 1 day ISS	Detention(s) 1-3 days ISS/OSS	5 days ISS/OSS
	Tardy	Failure to be at a designated location at a specified time or arriving at school or class after the scheduled start time.	Unexcused tardies Excessive excused tardies may also be subject to disciplinary action.	Conference Detention(s)	Detention(s) 1 day ISS	1-3 days ISS
	Truancy	A.R.S. §15-803 It is unlawful for any child between six and sixteen years of age to fail to attend school during the hours school is in session.	1. "Habitually truant" means a truant child who is truant for at least five school days within a school year. 2. "Truant" means an unexcused absence for at least one class period during the day. 3. "Truant child" means a child who is between six and sixteen years of age and who is not in attendance at a public or private school during the hours that school is in session, unless excused as provided by this section.		Court Unified Truancy Suppression (C.U.T.S.) Conference For information on C.U.T.S., see page 17 of this handbook. Possible student/parent citation	

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	Violation	Definition of Infraction	1st Referral	2nd Referral	3rd Referral	
Harassment, Threat, and Intimidation	Bullying	Bullying is sufficiently severe, persistent or pervasive acts over time that involve a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Bullying can be physical in form (e.g., pushing, hitting, kicking, spitting, stealing); verbal (e.g., making threats, taunting, teasing, name-calling); or psychological (e.g., social exclusion, spreading rumors, manipulating social relationships).	Mediation 1-3 days ISS/OSS	3-5 days ISS/OSS	5-10 days ISS/OSS	
	Harassment, Nonsexual	A.R.S. §13-2921 A person commits harassment if, with intent to harass or with knowledge that the person is harassing another person, the person:				1. Anonymously or otherwise communicates or causes a communication with another person by verbal, electronic, mechanical, telegraphic, telephonic or written means in a manner that harasses.
						2. Continues to follow another person in or about a public place for no legitimate purpose after being asked to desist.
						3. Repeatedly commits an act or acts that harass another person.
Hazing	A.R.S. §15-2301 Any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply:	4. Surveils or causes another person to surveil a person for no legitimate purpose.				
		1. The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution. 2. The act contributes to a substantial risk of potential physical injury, mental harm or degradation or causes physical injury, mental harm or personal degradation.				
Threat or Intimidation	A.R.S. §13-1202 A person commits threatening or intimidating if the person threatens or intimidates by word (verbal or written) or conduct:	1. To cause physical injury to another person or serious damage to the property of another. 2. To cause physical injury to another person or damage to the property of another in order to promote, further or assist in the interests of or to cause, induce or solicit another person to participate in a criminal activities.				

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	Violation	Definition of Infraction	1st Referral	2nd Referral	3rd Referral	
Lying, Cheating, Forgery, or Plagiarism	Cheating	To influence or lead by deceit or trickery.	Conference Loss of Credit on Assignment	Loss of Credit on Assignment Detention(s)	Loss of Credit on Assignment 1-3 days ISS	
	Forgery	Falsely and fraudulently making or altering a document.				
	Lying	1. To make an untrue statement with intent to deceive	Conference Detention(s) 1-3 days ISS/OSS	3-5 days ISS/OSS	5-10 days ISS/OSS	
		2. To create a false or misleading impression.				
Plagiarism	To steal and pass off the ideas or words of another as one's own.	Conference Loss of Credit on Assignment	Loss of Credit on Assignment Detention(s)	Loss of Credit on Assignment 1-3 days ISS		
Other Violations of School Policies	Combustible	Student is in possession of substance or object that is readily capable of causing bodily harm or property damage, i.e., matches, lighters, firecrackers, gasoline, and lighter fluid.		Conference Detention(s) 1-3 days ISS/OSS	3-5 days ISS/OSS	5-10 days ISS/OSS
	Defiance or Disrespect towards authority	Student engages in refusal to follow directions, talks back, or delivers socially rude interactions.				
	Disruption	Student engages in behavior causing an interruption on campus or at a school sponsored event. Disruption may include, but is not limited to, sustained loud talking, yelling, or screaming; noise with materials; horseplay or roughhousing; profiteering, or sustained out-of-seat behavior.	Disruption also includes inappropriate drawings or representations. "Profiteering" is the unauthorized sale of any good or service on school property.	Detention(s) 1-3 days ISS/OSS	3-5 days ISS/OSS	5-10 days ISS/OSS
	Dress Code Violation	Please refer to page 20 of this student handbook for an explanation of the dress code, including items not allowed.		Warning Change Clothes Clothes	Change Clothes Detention(s)	Change Clothes 1-2 days ISS
	Gambling	To play games of chance for money or to bet a sum of money.		Conference Detention(s)	3 days ISS/OSS	5 days ISS/OSS
	Language, Inappropriate	Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way.		Conference Detention(s) 1-3 days ISS/OSS	3-5 days ISS/OSS	5-10 days ISS/OSS
Negative Group Affiliation	Specific attitudes and actions of a student affiliated with a negative group may include the following:	1. May or may not have a recognized leader	Detention(s) 1-3 days ISS/OSS	3-5 days ISS/OSS	5-10 days ISS/OSS	
2. Involve themselves in each other's problems; therefore perpetuate each other's problems.						
3. Claim loyalty and righteousness if reprimanded. All the interference they cause is in the name of friendship.						
4. Conduct himself/herself as though no other individuals exist in the school, including other students.						
5. Any group of students that initiate, advocate, or promote activities that threaten the safety or well-being of persons or property on school grounds or disrupt the school environment, or are harmful to the education process.						

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	Violation	Definition of Infraction		1st Referral	2nd Referral	3rd Referral
Other Violations of School Policy	Other Violation of School Policy	Middle School R-Card (Responsibility Card) Violations	Determined by school	Detention(s) 1-3 days ISS/OSS	3-5 days ISS/OSS	5-10 days ISS/OSS
	Public Display of Affection	Holding hands, kissing, or other displays of affection in violation of school policy.		Warning Detention(s)	Parent Conference 1 day ISS	1-3 days ISS
School Threats	Bomb Threat (Must be reported to Law Enforcement)	A.R.S. §13-2911 Interference with or disruption of an educational institution. Any threat (verbal, written, or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or to harm students or staff.	Threatening to cause harm using a bomb, dynamite, explosive, or arson-causing device.	10 days OSS Pending Hearing	Long Term Suspension	
	Chemical or Biological Threat (Must be reported to Law Enforcement)		Threatening to cause harm using dangerous chemicals or biological agents.			
	Fire Alarm Misuse (Must be reported to Law Enforcement)		Intentionally ringing fire alarm when there is no fire.			
	Other School Threat		The incident cannot be coded in one of the above categories but did involve a school threat.			
Sexual Offenses	Harassment, Sexual			Conference 1-3 days ISS/OSS	3-5 days ISS/OSS	7-10 days ISS/OSS
	Harassment, Sexual with Contact					
	Indecent Exposure or Public Sexual Indecency	A.R.S. §13-1402 Indecent Exposure		1-3 days ISS/OSS	3-5 days ISS/OSS	7-10 days ISS/OSS
		A.R.S. §13-1403 Sexual Indecency		3-5 days ISS/OSS	5-10 days ISS/OSS	Long Term Suspension
	Pornography	Pornography is the use or possession of pictures, devices, or electronic images that offends or disturbs the educational process or environment.		Detention(s) 3 days ISS	3-5 days ISS/OSS	7-10 days ISS/OSS
	Sexual Assault (Must be Reported to Law Enforcement)			10 days OSS Pending Hearing	Long Term Suspension	
Technology, Improper Use Of	Computer	Improper use of technology is the failure to use hardware, software, electronic devices, web pages, and network for the intended educational use.		Conference Loss of privileges 1-3 days ISS/OSS Restitution	3-5 days ISS/OSS Restitution	7-10 days ISS/OSS Restitution
	Network Infraction					
	Other Technology	Possession or use of items stated in school policy as prohibited because they may disrupt the learning environment.	iPod, mp3 players, PSP, Game Boy, camera, electronic game, Kindle, Nook, iPad or other personal electronic equipment	Warning Confiscation Detention(s) Parents required to pick up the item	Confiscation 1 day ISS Parents required to pick up the item	Confiscation 1-3 days ISS Parents required to pick up the item
	Tele-communication Device		Cell phones, smart watches			

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	Violation		Definition of Infraction	1st Referral	2nd Referral	3rd Referral
Theft	Petty Theft		Petty theft is generally considered to be theft of less than \$100.00 in value.	Detention 1-3 days ISS/OSS Restitution	3-5 days ISS/OSS Restitution	10 days ISS/OSS Restitution
	Theft	A.R.S. §13-1802 Taking or attempting to take money or property belonging to another person or the school with the intent to permanently deprive the victim of his or her possessions.	1. Controls property of another with the intent to deprive the other person of such property.			
			2. Comes into control of lost, mislaid or misdelivered property of another under circumstances providing means of inquiry as to the true owner and appropriates such property to the person's own or another's use without reasonable efforts to notify the true owner.			
		3. Controls property of another knowing or having reason to know that the property was stolen.				
Trespassing	Trespassing		To enter or remain on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry. This includes students under suspension or expulsion and unauthorized persons who enter or remain on a campus or school board facility after being directed to leave by the chief administrator or designee of the facility, campus or function.	Warning Conference Detention 1-3 days ISS	3-5 days ISS/OSS	7-10 days ISS/OSS
Vandalism	Graffiti or Tagging		Writing on walls, drawings or words that are scratched, painted, or sprayed on walls or other surfaces in public places.	Detention 1-3 days ISS/OSS Restitution	5 days ISS/OSS Restitution	10 days ISS/OSS Restitution
	Vandalism of Personal Property		Willful destruction or defacement of personal property.			
	Vandalism of School Property		Willful destruction or defacement of school property.			
	Violation		Definition of Infraction	1st Referral	2nd Referral	3rd Referral
Weapons and Dangerous Items	Dangerous Items	Air Soft Gun	Dangerous Weapon – A weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury.	1-10 days ISS/OSS	1-10 days ISS/OSS	Long Term Suspension
		BB Gun				
		Knife				
		Laser Pointer				
		Letter Opener				
		Mace/Pepper Spray				
		Other				
		Paintball Gun				
		Pellet Gun				
		Razor Blade/Box Cutter				
		Simulated Knife				
		Taser or Stun Gun				
Tear Gas						

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	Violation		Definition of Infraction	1st Referral	2nd Referral	3rd Referral
Weapons and Dangerous Items	Firearms (Must be Reported to Law Enforcement)	Destructive Devices ex: Bomb or Grenade	Any loaded or unloaded handgun, pistol, revolver, rifle, shotgun or other weapon that will expel, is designed to expel or may readily be converted to expel a projectile by the action of an explosive.	10 days OSS Pending Hearing	Long Term Suspension	
		Handgun				
		Shotgun or Rifle				
		Starter Gun or Pistol				
Other Weapons (Must be Reported to Law Enforcement)	Billy Club		1-10 days ISS/OSS	1-10 days ISS/OSS	Long Term Suspension	
	Brass Knuckles					
	Knife					
	Nunchakus					
Simulated Firearm	Any simulated firearm made of plastic, wood, metal or any other material that is a replica, facsimile, or toy version of a firearm or any object such as a stick or finger concealed under clothing and is being portrayed as a firearm.		Conference Detention 1-3 days ISS/OSS	Detention(s) 1-5 days ISS/OSS	10 days ISS/OSS Restitution	

Depending on the severity of the incident, the administrator may assign the most stringent consequences regardless of past discipline history.