Dear Parents/Guardians and Students of Hurley Ranch,

Welcome to a new year at Hurley Ranch Elementary School, the proud home of the Super Stars. My name is Randy Watkins and it is an honor to serve as the principal of our amazing school. I will be relentless in supporting our teachers in their efforts to maximize the potential of each and every child. We look forward to working with you to ensure that we are providing the support necessary that will lead to academic success. We will continue to provide and add rich opportunities for extracurricular activities and enrichment, including Student Council, National Junior Honor Society, Choir, Talent Show, Middle School Athletics, and Soaring Stars after school intervention and enrichment. Please join me in encouraging your child to take full advantage of these diverse beyond the bell opportunities offered to every Hurley Ranch student. Additionally, all of our students will attend STEM, music, art, and physical education as part of their educational experience at Hurley Ranch.

Please take the time to read the parent/student handbook portion of the agenda with your child. I am asking that you and your child complete the signature page and return it to your child’s homeroom teacher. If you have any questions or concerns, please do not hesitate to contact me at (623) 478-5100.

Randy Watkins, Ed.D., Principal of Hurley Ranch Elementary School
Foundations and Notices

VISION STATEMENT
Union exists to: Inspire hope and empower all students to courageously pursue their goals and dreams.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)
PBIS is a research-based program supported by the Arizona Department of Education that promotes and maximizes academic achievement and behavioral competence. Union Elementary School District uses PBIS as our plan for student behavior management.

What is Positive Behavior Interventions and Support-PBIS?
School-Wide Positive Behavior Interventions and Support is a whole school three-tier approach to decreasing disruptive behaviors and increasing student success.

- One of the foremost advances in school-wide discipline is the emphasis on school-wide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments.
- Instead of using a piecemeal approach of individual behavioral management plans, a continuum of positive behavior support for all students within a school is implemented in areas including the classroom and non-classroom settings (such as hallways, buses, and restrooms).
- Attention is focused on creating and sustaining School-wide, Classroom, and Individual systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all children and youth by making targeted behaviors less effective, efficient, relevant, and desired behavior more functional – PBIS.org

What are the outcomes of PBIS?
- Decreased classroom disruptions and office discipline referrals.
- Increased academic achievement and performance.
- Improved school climate and safety.

Be Safe, Be Respectful, Be Responsible are the three overarching expectations that guide our PBIS model.
PBIS is a system that creates a culture of mutual respect amongst students and staff. Our school expectations are also designed to prevent bullying behaviors while providing for a safe school environment; thus, allowing more time for instruction. We will apply consistent consequences and positive reinforcement for all students.

STATEMENT TO PARENTS
We believe that the parents are an integral part of every child’s success at school. In this partnership communication is the key; both with your child and with the teachers. We strongly encourage parents to work closely with their child, 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!

APPLICATION OF LAW
Arizona laws are considered part of the policies of Union Elementary School District. Whatever is in violation of Arizona Revised Statutes is in violation of school/district policy.

APPLICATION OF THE HANDBOOK
All Policies listed in this handbook apply to all times school is in session and at all school related activities.

Students present on any property operated or event sponsored by the Union Elementary School District are subject to the policies found in this handbook. Additionally, school rules may be enforced for conduct occurring off campus that impacts school, including activities to and from school.
ENROLLMENT ELIGIBILITY
Enrollment in the Union Elementary School District is available to any student who resides within the boundaries of the school district with their natural parent, or guardian, as established by court order. The parent, guardian, or surrogate of each new enrollee in the district, except homeless pupils as defined in A.R.S. 15-824, will be asked to produce the following:

Kindergarten:
A child shall be eligible for admission to kindergarten if he/she is five (5) years of age before September 1st of the current school year. (A.R.S. 15-821)
- A certified copy of the child’s birth certificate
- Immunization records
- Proof of residency (rent of lease receipts, receipts for utility payments)

New Students:
- Last report card or withdrawal slip
- Proof of residency (rent or lease receipts, receipts for utility payments).
- Immunization records
- A certified copy of the child’s birth certificate

Non-Resident Students:
1) The District may admit children who do not reside in the District upon such terms as it prescribes.
2) A pupil who enters a school shall present a properly executed withdrawal form if such pupil previously attended another school in this state (A.R.S. 15-827).
3) Students who do not reside within the boundaries of the school may apply for admission through June 1 utilizing the Open Enrollment process. Students who have not applied for Open Enrollment by June 1 may ask for a variance.
4) Students who have been expelled from a previous district will not be allowed to enroll without the approval of the Governing Board.
5) Students who move out of the school service area will have to apply for continued enrollment through Open Enrollment.
6) After the Open Enrollment Period if a student is found to be living outside the school boundaries and not have approval for attendance, the parent will be notified, and the student will be withdrawn from enrollment until the Open Enrollment process has been completed.

McKinney Vento:
If your family lives in any of the following situations:
- In a shelter
- In a motel or campground due to the lack of an alternative adequate accommodation
- In a car, park, abandoned building, bus or train station.
- Doubled up with other people due to loss of housing or economic hardship
Please contact: Administrative Assistant of Student Services at 623-478-5017 or 3834 S. 91st Ave., Tolleson, AZ 85353
PARENT/GUARDIAN INVOLVEMENT IN ENROLLMENT

When a student enrolls, the school must have the signature of a parent of guardian on all enrollment forms.

Students who are not residing with a legal parent of guardian will be asked to provide the school with proper documents that establish custody as directed by a court of law. Self-initiated power of attorney documents are not acceptable. Without these documents, the school may not disclose information concerning the child to the supervising adult.

Non-Discrimination:
The Union Elementary School District is committed to a policy of non-discrimination in relation to race, color, religion, sex, age, national origin, and disability. This policy will prevail in all matters concerning staff members, students, the public, educational programs and services, and individuals with whom the Board does business.

Individuals who believe that they have been subject to violations of this policy are to direct their concerns to the school principal or to the superintendent of schools.

Confidentiality of Student Records:
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 Educational Rights and Privacy Act (FERPA). Under these laws, “education records” means those records: (1) directly relate to a student; and (2) 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 parents’ 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 take, 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.

In addition, for children with disabilities, education records 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 mediation agreements.

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

This information is collected to assure proper identification of a student and the student’s parents 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 the child is identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal special education laws.

Each agency participating under Part B of IDEA must assure that all stages of gathering, storing, retaining, and disclosing education records to third parties, 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 the 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 education records. They are:
The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal (or 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.

The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.

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.

If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent of eligible student of the decision and advise them of the right to a hearing regarding the request for the amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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.

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, and support staff member (including health or medical staff and law enforcement unit personnel); 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 in 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.

A parent has 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 complaint should be made to the name and address of the office that administers FERPA listed below:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave. S.W.
Washington D.C. 20202-4605

A school may designate information in 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 law defines “directory information” as follows:

The student’s name, address, telephone listing, date and place of birth, major filed of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

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 602-542-3111.

Child Find:
Arizona law mandates that we inform each of you about our district’s activities. The Union 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 Union Elementary School District, Student Services Office, at 623-478-5017, for further information. The Union Elementary School 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:**
The Union Elementary School District believes the involvement of parents and community members is an essential component of nurturing students. Every effort to invite and consider parent and community input is available to ensure the success of our students. As a team parents, teachers and administrators develop the school parent/community involvement plan. We encourage you to speak with your child’s teacher and principal to become involved in the activities we provide at each of our schools. Please refer to your school’s Title I compact, parents’ nights and various committee meetings to engage in the educational process with your child. Thank you in advance for helping make Union students the best they can be though the Title I program.

**Volunteer Process**
Union Elementary School District welcomes volunteers in our schools. If you are interested in volunteering for your students’ school, you will need to complete the volunteer handbook and its aligned application. Per policy IJOC, the volunteer handbook provides rules, safeguards and regulations to able to volunteer in all Union Schools.

**Move on When Reading Law:**
During the 2010 Arizona Legislative session, A.R.S. 15-701 was passed. Students who don’t pass the statewide reading assessment in 3rd grade will be retained the next school year. If you have questions, please contact your student’s teacher.

**SCHOOL SAFETY**

**School Safety Reports:**
Students and parents who become aware of information regarding weapons on the school campus, the potential of bombs, or bomb threats, or anticipated harmful or violent activities are urged to contact school district officials and/or police to report the information.

The school principal may be reached at (Dos Rios) 623-474-7000, (Hurley Ranch) 623-478-5100, (Union Elementary) 623-478-5000 and the Superintendent may be reached at 623-478-5004.

In the event of an emergency situation, individuals should call 911.

**School Closure:**
If the need arises, an announcement will be sent out through the school messenger system and may also be left on the school voicemail system.

**SCHOOL CAMPUS**
Dos Rios campus opens at 7:30 AM for all students. Hurley Ranch and Union campuses open at 8:00 AM for all students. **Students should not arrive before this time.**

The campuses of Union Elementary School District are defined as the actual property of the school sites, the streets and sidewalks surrounding the school property, excluding private residence.

School rules will be enforced within this area during the school day, to and from school, and when school activities are taking place on campus.
Students violating school rules inside private vehicles parked on streets next to the school site will be subject to the enforcement of school rules in the same manner as if they were in a school parking lot.

The school will also enforce rules on the use of controlled substances within a 300 ft. limit from the school property.

**STUDENT CHECKOUT**

During school hours all pupils are the responsibility of the employees of the School District. A parent or other identified adult who is to pick up a child during school hours must sign out in the office. The person picking up the child must assume personal responsibility for the student.

In accordance with the Arizona State Law, with the exception of some emergency services, only a person listed on the emergency card may take a student from the campus during school hours. **An identification check will be conducted at the time of checkout.**

**ANYONE COMING TO PICK UP A STUDENT DURING SCHOOL HOURS WILL GO TO THE OFFICE, NOT TO THE CLASSROOM.**

UESD students will not be checked out to any person under the age of 18 (even if listed on the enrollment form) unless the parent has made prior arrangements with the Principal.

A parent must be present to check out the student.

**ATTENDANCE POLICY**

**Closed Campus:**

Once students arrive on campus, they cannot leave campus unless they are signed out by a parent, guardian, or adult designated on the emergency contact section of the registration form.

A student leaving campus without permission will be considered truant and disciplinary action will be taken.

**Absence:**

Union Elementary School District exists to inspire hope and empower all children to courageously pursue their goals and dreams. In order to accomplish this critical work, we know our students need to be at school so that they can reach their goals and dreams.

To ensure that students have access to equitable and consistent instruction our policy for attendance is as follows:

The Governing Board recognizes that the responsibility for school attendance rests with parents and students, with the school assisting them to fulfill that responsibility. Prompt, regular attendance is not only required by law, it is the key to student success and progress in school programs.

Students must maintain regular class attendance, as much of the classroom experience cannot be duplicated (i.e., benefits of lecture, discussion and participation). The required attendance standard for promotion is 90% of the days of the school year.

Arizona’s truancy law has been amended to provide two circumstances when a student can be cited for failing to attend school they are:

- A student is “habitually truant” if he/she has five or more unexcused/unverified absences from school.
• A student has “excessive absences” when the student misses more than ten percent (18 days) of the required number of school days per year whether the absence is excused or unexcused.

• Per A.R.S. 15-901 any student who exceeds the 10% (18 days) threshold will then have any absence following that reported as UNEXCUSED.

Arizona state law requires that parents ensure that their children between the ages of six and sixteen attend school. On the fifth unverified absences, regardless of the reason, you and/or your child could be issued a citation for a violation of Arizona Revised Statute A.R.S. 15-802 or 15-803. The citation would require that both you and your child appear in court regarding the matter.

Prosecution of you and/or your child may result in any of the following consequences: attendance in education class, community work hours, counseling, etc. The parent will also be assessed a diversion fee. If you, as a parent, receive a citation for Failure to Provide Education to your child and are convicted, it is a Class 3 misdemeanor punishable by jail time and/or a fine.

If your child has no additional absences or if you send the school sufficient documentation for the unverified absences; (i.e. doctor’s excuse, chronic illness forms, etc.) no further action will be necessary.

Absences will be marked as unverified on the student’s attendance record if a parent call is not received or parents cannot be reached for verification.

Any student who misses school for any reason is required to make up the work missed during the absence. It is the responsibility of the student to get the assignments and submit them to the teachers within the specified time.

If a student becomes ill after arriving at school, he/she must report to the nurse’s office before going home. No one may authorize any departure from the school grounds except the school administration and/or nurse.

Medical and dental appointments should be scheduled after school hours. If a student is to leave during the school day, he/she must report to the office upon leaving and returning.

If an absence is preplanned, please contact the office ahead of time. Students are responsible to obtain schoolwork for the time absent.

Excused Absences:
Per A.R.S. 15-901 any student who exceeds the 10% (18 days) threshold will then have any absences following that reported as 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. The attendance office will accept written notification the morning following the absences.

The school reserves the right to ask for documentation for absences.

Repeated absences for illness will result in the school asking for proof of illness, and a doctor’s visit. A note from the doctor, dentist or other professional involved will excuse the absence for reasons of appointment. If absences exceed 18 days due to medical issues, please review the chronic illness policy, these absences will be marked excused.

Absence for religious holiday should be cleared with a note to the office prior to the holiday.

Absences for reasons other than those listed here need to be excused by the principal. Parents may be required to meet with the principal to discuss the situation. Family vacations will not be considered for an excused absence.
Unexcused Absences:
Absences that are not excused by phone or by note, and that do not apply to the categories listed above, will be unexcused.

Absences that are not excused within 48 hours of the absence will be marked as unexcused.

Attendance on the Day of an Activity:
Students participating in any school sponsored extracurricular activity are expected to attend ALL CLASSES THE DAY OF THE ACTIVITY IN WHICH THEY ARE PARTICIPATING. If, for some reason, the student is unable to attend ALL classes, they MUST receive clearance IN ADVANCE from the School Administrator, in order to be eligible to participate in the activity. They do not need clearance for classes you are REQUIRED to miss because of a school-sponsored activity.

DRESS CODE
All Students in K-8th grade who attend school in the Union Elementary School District are expected to dress in the proper standard school attire. It is the parents’ responsibility to ensure compliance with the dress code. All students who attend school will dress in accordance with the dress code detailed below.

For Boys:
All solid white, solid light blue, solid navy blue, solid red, solid burgundy, or solid dark green shirts with the lay-down collar. No logos or labels may be showing on the shirt. This may include but is not limited to a “polo” shirt or a standard short or long-sleeved dress shirt.

Solid navy blue, solid khaki, solid black shorts or slacks. No logos, labels, or outer pockets showing on the pants. No blue jeans, blue jean shorts, cargo pants or sweat pants.

For Girls:
All solid white, solid light blue, solid navy blue, solid red, solid burgundy, or solid dark green shirts with lay-down collar. No logos or labels may be showing on the top. This may include but not limited to a blouse or a “polo” shirt.

Solid navy blue, solid khaki, solid black short, skorts, skirts, jumpers, capri pants. No logos or labels may be showing. No blue jeans, blue jean shorts, cargo pants, sweat pants or stretch pants.

For all Students:
Students may NOT wear head coverings, which include but are not limited to hats, skullcaps, bandanas, haimets, and baseball caps.

The dress code may only be altered on school days designated for special activities, which may include but are not limited to spirit days or dress down days.

Outerwear is designed to be work outside as the weather dictates. It should be removed in the classroom. At the discretion of the classroom teacher, if the classroom is cold, students may keep their outerwear on. Outerwear may include, but is not limited to, windbreakers, jackets, sweaters or sweatshirts as long as they are acceptable in color and free from logos or labels. Expensive jackets are discouraged, as the school is not liable for damaged, lost or stolen outerwear.

• Baggy or oversized clothing is not acceptable and is prohibited.
• No sagging of clothing is allowed.
• Pants must fit at the waist and not drag the ground.
• Shorts must not be shorter than the middle of the thigh and no longer than the bottom of the knee.
• Skirts must not be shorter than the middle of the thigh and no longer than the bottom of the knee.
• Belts must be black, brown, or navy. Belts must be worn at the waist and cannot hang below the waist.
Clothing may not be altered in a manner that includes, but is not limited to, slits, sleeveless, shredded hems or other non-compliant changes to the clothing.

Shirts and blouses must be tucked in at all times.

No undergarments may show, and T-shirts worn under shirts must be white or gray. Bare feet are never acceptable. For safety reasons, students are encouraged to wear closed-toe shoes. Students are also encouraged to wear shoes appropriate for physical education classes, which may include but are not limited to tennis shoes.

No student shall be subject to discipline for failure to comply with this dress code if the reason is economic hardship. Under extreme circumstances, the school will work with families to locate assistance for the student to be furnished with standard school clothing. New students will be informed of the dress code upon enrollment. During this time, if it is necessary, the school may loan the family the use of one uniform set per child.

The school reserves the right to further define appropriate dress for the students. Union Elementary School District has established the following site guidelines for student dress:

- No piercing in nose, brow, tongue, or other visible parts of the body (other than ears).
- Tattoos should be covered at all times and not visible.
- Earrings and/or gages should be no larger than a fifty-cent coin.
- Make-up products should be left at home, and in no case should make-up be used during class time.
- No flip-flop sandals, slippers, or house shoes.
- Skinny jeans or other clothing that is excessively tight is prohibited.

**Dress Code Violations:**

1) Students that are out of uniform will be directed to bring their attire into compliance with the dress code. Students will be allowed to call parents for a change of clothing. The student will not be allowed back in class until the clothing is changed.
2) Students who repeatedly fail to dress in accordance with this dress code may be subject to disciplinary actions as set forth in the student handbook.
3) Students who refuse to dress in accordance with the dress code may be assigned to another school outside of the School District, in accordance with administrative placement procedures set forth in the Governing Board Policy Manual.
4) Repeated offenses will result in disciplinary action.
5) Questions regarding the dress code may be directed to the Principal or Assistant Principal at each site.

**STUDENT LIFE-ACADEMICS**

**Grades / Report Cards / Progress Reports:**

The grade received for yearly work is the only one recorded on the permanent record card and represents a cumulative score of the student’s work over two semesters.

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 with any concerns or questions. These must be signed by the parent and returned to the teacher. Failure to return signed report cards or progress reports may result in discipline.

Final report cards will be held in the office and not mailed if any school library books, classroom books, or school equipment is not returned.

Student grades are reported in letter grade form. The letter grades equate to the following percentages:

100% to 90% = A
89% to 80% = B
79% to 70% = C
69% to 60% = D
59% to 00% = F
P/F = Pass or Fail (IEP/AE)

Books, Supplies and Equipment:
Students will be furnished with the textbooks and instructional materials they need. It is the student’s responsibility to use these materials properly. Books are provided to the students on an assigned basis. The student is responsible for the care of these books. Lost, misplaced or damaged library books and textbooks will be paid for by the student assigned to the books at the discretion of the teacher and principal. Textbook prices range from $5.00 to $100.00. Parents will be notified of lost or damaged books.

Students with outstanding fees or lost books will not participate in promotion activities.

Make-Up Work:
Two (2) calendar days for each day missed will be allowed to complete make-up work. Individual teacher policy may extend this time.

Assignments that are given out prior to a student’s absence are not considered make-up work and will be due on the designated date.

Parent-Teacher Conferences:
Parent/teacher conferences are available all year long. At any given time, you may contact us to set up a conference with any of your child’s teachers or receive a current update on grades/assignments. Formal conferences initiated by the district will occur twice annually. To schedule a conference with your child’s teacher please call the school.

Promotion Requirements:
The following criteria will be used to determine readiness for promotion to the next grade:

ACADEMICS:
- Report Cards – passing grades needed.
- State Academic Standards – Criterion Referenced
- Test Results (AzMERIT) in the proficiency category, district assessment with passing results.
- Achievement on district assessments (Galileo, DIBELS)
- Reading Level – if below grade level by 1.5 years, the child is at risk of failing.

ATTENDANCE:
- A student is a candidate for retention if daily absences constitute 10% of daily attendance set forth by the district.

REVIEW OF PROMOTION/RETENTION DECISION:
A.R.S. 15-521 states that every teacher shall make the decision for promotion or retention of students. Parents do not have the authority to overturn the decision of the teacher.

If a parent or legal guardian chooses not to accept the decision of the teacher as provided in SEC. 15-521, the parents or legal guardian may request in writing that the Governing Board review the teacher’s decision.

The parent has the burden of proof to overturn the decision of a teacher to promote, retain, pass or fail the pupil. In order to sustain the burden of proof, the pupil shall demonstrate to the Governing Board that the pupil has mastered the academic standards adopted by the state board of education. (A.R.S. 15-342). The decision of the board will be made on the basis of adopted promotion and retention guidelines.
**STUDENT LIFE - GENERAL POLICIES**

A serious injury to yourself can be prevented through observation of these rules.

**Bicycles:**
- Students in grades 1-8 may ride their bikes to and from school. Bike riders are reminded to obey all city/state rules of riding safety.
- Bike racks are available and student-provided chains/locks must be used. As with other personal items brought to school, we cannot accept responsibility for the safety of bikes throughout the school day.
- Violating city/state, and school bicycle guidelines may result in loss of the privilege of riding a bike to school.
- The following rules are to be observed by all bike riders entering and leaving school:
  - Students who arrive on bicycles must use the bike rack and each bicycle must be locked individually.
  - Bike riding is not allowed on school grounds.
  - In traveling to and from school, all traffic laws concern bicycle laws concerning bicycle safety must be observed.

Skateboards, roller blades, scooters and wheeled shoes are not to be used on campus at any time. Just as bikes, students are to **walk** their skateboards, rollerblades, scooters and change wheeled shoes once on campus.

**School Bus Procedures and Basic Rules:**

Daily transportation is provided for Kindergarten through 3rd grade. Students must be safe, responsible, and respectful by following these rules. Please review the rules with your child.

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

**Bus Expectations: Students will use PBIS expectations be safe, be respectful and be responsible.**
- Students demonstrate safety by:
  - Remaining seated until the bus has stopped.
  - Keeping hands, feet and all objects to yourself and inside the bus.
  - Keeping their belongings on their lap or under the seat.
- Students demonstrate respect by:
  - Using kind words and treating each other with care and compassion.
  - Keeping water bottles closed, not eating on the bus.
  - Students will demonstrate safety by not bringing glass objects on the bus.
- Students demonstrate responsibility by:
  - Riding on the bus that they are assigned.
  - Students demonstrate respect by following all the directions of the school bus driver.

**Prohibited Items:**
- Tobacco is not allowed in a school bus.
- Alcoholic beverages shall not be carried in a school bus.
- Insects, reptiles, or other animals shall not be transported in a school bus.
- No weapon, explosive device, harmful drug, or chemical shall be transported in a school bus.
- No skateboards, glass items, or balloons will be allowed in the school bus.
Exiting the Bus:
• Remain seated until the bus has reached its destination and comes to a complete stop.
• Do not push or crowd when leaving the bus.

Crossing a road:
• Wait for the driver to signal you that it is safe to cross
• Cross 10 feet in front of the bus.
• As you cross, continuously look both ways for any traffic.
• DO NOT CROSS BEHIND THE BUS.
• WALK DO NOT RUN.

Consequences for misbehavior on the bus or at bus stops are as follows:
• Verbal Warning*
• First Offense*: Written referral by bus driver. Parents and Principal will be contacted. Student may receive up to 2 days suspension from bus privileges.
• Second Offense*- Written referral by bus driver. Parents and Principal will be contacted, student may receive 5-10 days of suspension from bus privileges.
• Third Offense*- Written referral by bus driver. Parents and Principal will be contacted. Student may lose bus privileges for the remainder of the school year.

*In severe cases, permanent suspension of bus privileges may occur immediately. Law enforcement may be contacted as necessary. Property damage to buses may result in charges of at least $300.

If a student has been suspended from the bus, it is the responsibility of the parent/guardian to provide transportation to and from school.

Cafeteria:
The goal of the Union Elementary School District Child Nutrition Department is to provide a nutritious breakfast and lunch for students. Based on the premise that well-nourished students are better prepared to learn, child nutrition plays a vital role in the educational team.

Meal Service:
Union District serves breakfast and lunch to all students at no charge to the student. We serve breakfast in the classroom to any students that would like to eat in the morning. For breakfast we serve a wrapped entrée, fruit or juice, and low-fat white milk. We encourage students to eat breakfast; it helps them function better in the classroom. Lunchtime is traditional plate service with fresh fruit & vegetable bar available for the students to make selections.

Adult Meals:
Parents are welcome to join their children for breakfast or lunch any time. It is necessary to check in at the school office and obtain a visitor’s pass when coming on school grounds. Adult meals are $1.00 for breakfast and $3.55 for lunch.

Free and Reduced-Price Meals:
To qualify for a special program that allows us to feed all our students at no charge, we need a completed Free/ Reduced priced meal application from every family in the district. These papers are very important for us to continue with our programs. Applications are distributed at the beginning of the school year of at the time of registration and are available in the school office or on the district website. Please return completed applications to the school or cafeteria.

Cafeteria Expectations: Students will use PBIS expectations be safe, be respectful and be responsible.
• Students demonstrate safety by walking to and from the cafeteria and keeping hands and feet to themselves.
• Students demonstrate responsibility eating all food in the cafeteria.
• Students demonstrate responsibility by cleaning up after themselves and staying seated and raise their hand to be dismissed.
• Students demonstrate respect by staying seated until they have been excused by school staff.
• Parents having lunch with their child we ask that you support our responsibility expectation by first sign in at the office.

**FOOD AND DRINK**
Students are not to take food or drink into the classroom, library, office, or auditorium. Food is not to leave the cafeteria after lunch or campus at the end of the school day. Students are not allowed to bring or possess any open container on the campus. This rule includes fast food and convenience store beverage cups, as well as soda bottles/cans. Students are allowed to carry a water bottle to school and have the water bottle in class with them. **For safety only plastic or metal bottles, NO GLASS.**

**CONTACT POLICY**
On campus, on school buses, and at any and all school functions, students are expected to conduct themselves in such a manner as to display the highest respect for themselves and their friends by avoiding any inappropriate physical display of affection.
Among the actions prohibited are:
• Kissing, either on lips or any surface of one’s body.
• Rubbing bodies together.
• Leaning against each other in an intimate embrace or for any length of time.
• Writing or drawing on any surface of one’s body or that of another students.
• Holding hands and inappropriate touching.

**FEES**
There may be reasonable assessments for optional activities and extracurricular programs conducted when school is not in session. Extracurricular activity means any optional, non-credit, educational or recreational activity that supplements the educational programs of the school, whether offered before, during or after regular school hours. Optional class activities provide the student with an enhanced educational experience.
Students may also owe fees for lost or damaged materials. Students will not receive report cards or promotion certificates until all fees have been paid. Additionally, students with outstanding fees will not be allowed to participate in promotion activities. If your family requires assistance to pay extracurricular fees, please contact your child’s principal as there may be supports in place to assist your student.

**EXTRA-CURRICULAR ELIGIBILITY**
In accordance with the State of Arizona’s regulations and Union District’s Governing Board Policy, only those students deemed academically eligible may participate in extra or co-curricular activities in which competition is an integral part of the organization.

Any student that is serving a disciplinary consequence may not participate in extra-curricular activities scheduled on that day, nor any subsequent day they are assigned to detention.

**HALL PASSES**
All students who are excused from the classroom to go to the office, restroom or on an errand with the teacher’s permission **WILL** have a hall pass appropriately signed, in their possession. Students found on the campus without a pass may be subject to disciplinary consequences.

**LOST AND FOUND**
You must assume sole responsibility for loss of, or damage to, your property. The school will endeavor to protect, but it is not responsible for personal property. Found articles should be taken to the lost and found area at the school.
Unclaimed articles will be given to charity during the school year. Lost articles may be claimed before or after school or during lunch. Put identification marks on your personal belongings.

**HEALTH CENTER**
The school nurse/health aide is the consultant for students concerning health problems. If a student is injured or becomes ill at school, they should report to his/her teachers and obtain a pass to the nurse. The nurse will call the parents when necessary.

Students requiring medicine at school, including Tylenol, must have a parent’s written request on file. All prescription medication must be brought to the school nurse in the original prescription bottle by the parent of guardian. The medication will be kept and administered to the student in the Health Office. This includes any over-the-counter medicine such as throat lozenges, cough drops, cough syrup, etc.

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 students. Any excuse over one week must be accompanied by a doctor’s note.

Your child must be current in all immunizations. The state requirements include five doses of DTP, four doses of OPV/IPV, two MMR and Hepatitis B series. **Parents, please be aware of your child’s health before sending them to school. Your child must be fever free for 24 hours before sending them to school. A sick child cannot learn and runs the risk of infecting others, please keep your child at home.**

**Head Lice:**
The Union Elementary School District (UESD) follows the evidenced based guidelines of the Centers for Disease Control (CDC), the National Association of School Nurses (NASN), and the American Academy of Pediatrics (AAP) in regard to pediculosis/head lice management. It is the position of the CSC, NASN, AAP, and UESD that the management of pediculosis should NOT disrupt the educational process and recommends that a healthy child should not be restricted from attending school because of lice, or nits/eggs.

No disease is associated with head lice and in-school transmission is considered to be rare. In cases involving head lice, as in all school health issues, it is vital that the school nurse prevents stigmatizing and maintains the student’s privacy as well as the families right to confidentiality. To further minimize student stigmatization, school staff and administrators are encouraged, as much as possible, to wait until the final part of the school day to perform lice checks, not send home letters once lice has been identified in a classroom or perform classroom checks. Only parents/guardians of students with active lice will be notified.

Please contact the school nurse if you have any questions or concerns.

**SUNSCREEN**
The goal is to emphasize skin health and promote the application of sunscreen products and to inform students that a student who attends school in this District may possess and use a topical sunscreen product while on school property or at a school sponsored event without a note prescription from a licensed health care professional.

**LIBRARY**
The library is here to service students and help make the students’ experience more pleasurable and academically successful. Familiarizing yourself with the following information will help students greatly.

*Passes:* All students need a pass to enter the library unless they are part of a scheduled class. A staff member must issue the pass.

*Circulation:* Students will be allowed to check out two library books at a time but must return one or both before any other books may be checked out. Lost books must be paid for before the student will be allowed to check out additional
books. If a student has an overdue library book, he/she will be on a probation list and will not be able to participate in extra-curricular activities or rewards until the book is returned or paid for.

Responsibility: After checking a book out, its care is totally the student’s responsibility. If it is lost, stolen, or damaged, the student will be charged.

The following Expectations apply in the library:
- Students demonstrate respect by remaining quiet and maintain a conducive study environment, which includes no food or drinks in the Library.
- Students demonstrate responsibility in the library by keeping the space neat and orderly.
- Students demonstrate safety by sitting correctly on chairs keeping all 6 on the floor.
- Students demonstrate responsibility by using school computers for schoolwork and approved district websites or sources.

Report a lost or stolen book immediately. If no price is listed on the computer record, a paperback book will cost $5.00 and up. Students, who do not return a book or books, will not receive their report card or promotion certificate, and will not be eligible for the promotion ceremony until the book/s have been returned or have been paid for.

POLICE INTERVIEWS AND ARRESTS

Child Protective Services:
Interview by Child Protective Services 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.

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.

A parent may be present during an interview. Exceptions to this policy include:
- When police are responding to an emergency situation (i.e. weapon on the campus, student distributing controlled substances).
- When police are making an arrest or serving a subpoena or warrant.
- When police are seeing to investigate child abuse or other criminal activity by the student’s parent.

When dealing with exceptions to parental notification the school will follow the finding of the Arizona Attorney General that:
- In either of the above cases, law enforcement must be granted immediate access to the student and must heed police advice regarding parental notification.
- School officials must comply with a police directive to not inform a student that they may consult with his or her parents prior to an interview with police, in instances where child abuse or criminal activity is alleged on the part of a parent.
- School officials are not required to comply with unconditional parental demands of prior notice before a police interview takes place.
- School officials are not required to advise a student of juvenile Miranda warnings unless the official is conducting a custodial interrogation and acting in the capacity of a law enforcement officer.

Arrests:
If a student is taken into custody (arrested), the arresting officer shall be requested to notify the student’s parents of guardian. The arresting officer will be asked to complete and sign a “Form for signature of Arresting Officer.”
personnel shall make every reasonable effort to make sure parents have been notified that a student has been taken into custody. The personnel of the District shall cooperate fully with the police.

**VISITORS**
The safety of our students is the upmost importance to all of us. We welcome visitors and ask that you follow the procedures listed below:

- ALL VISITORS will check in at the front office
- ALL VISITORS will present an ID
- ALL VISITORS will receive a visitor’s badge

Classroom Visitors:
Please work with the teacher and administration in advance to schedule a classroom visit. This will help lessen disruptions to instruction. Additionally, this will allow us to closely monitor who is on campus, why they are there and where they should be in the event of an emergency. ALL VISITORS are expected to sign in and wear a visitor badge.

Unescorted visitors and non-enrolled siblings are not allowed on the campuses.

**STUDENT COUNCIL**
Student council is a positive activity in which students develop leadership, responsibility and pride in themselves and their school. Students in grades 3-8 elect a representative from their homerooms. All student council members must meet set academic and behavioral standards. These standards are explained to the students and their parents before they run for office. The school administration and student council sponsor reserve the right to remove students from office if these standards are not maintained.

**Student Fundraising Activities:**
Fund Raising activities by students on school premises or elsewhere as representatives of the school will be permitted only when connected with specific school activities approved by the Student Council and the Principal and approved by the Governing Board.

Participation in contests or fund-raising activities shall be governed by the following criteria:

- The aim of the activity shall benefit youth in educational, civic, social and ethical development.
- The activity shall not be detrimental to the regularly planned instruction.

The proceeds of all fund-raising activities shall be deposited in the Student Activity Fund. Funds from such activities shall be used only as specified in the Uniform System of Financial Records.

**TRAVEL POLICY**
Students participating in school-sponsored activities away from school must travel to and from the activity in school provided transportation.

**BEHAVIOR CODES**

**Behavior Guidelines:**
The purpose of the classroom and school behavior 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.

Three expectations to follow both inside and outside the classroom:
1. Be Safe, Be Responsible, Be Respectful
2. No one will stop a teacher from teaching or prevent another student from learning.
3. No one will engage in any behavior that is not in his/her best interest or in the best interest of others.
Gang Affiliation and Activity:
Gangs 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, 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 of the orderly operation of the school shall be subject to disciplinary action.

Gang Affiliation:
For disciplinary purposes, Union Elementary School District will utilize the State of Arizona’s Gang Membership Identification Criteria (GMIC). If an individual meets two of the six criteria, he or she will be considered a gang member.
1. Self-Proclamation
2. Witness testimony or official statements
3. Correspondence, written or electronic
4. Paraphernalia, photographs or nicknames
5. Tattoos
6. Clothing and/or colors

Graffiti and Vandalism is a Crime:
According to the Maricopa County Attorney, anyone defacing or damaging public or private property is breaking criminal law and will be prosecuted for violating A.R.S. 13-1602. Criminal damages include: marking a message, slogan, sign or symbol, or any public or private surface without the owner’s permission. District consequences for destruction of property/graffiti range from parent/guardian conferences to long-term suspension. Restitution or community service will be required.

Prohibited Items:
The following items ARE NOT PERMITTED on campus or any school activity:
- Personal electronic equipment or gaming device
- Trading/Game cards
- Permanent markers-including sharpies
- Gambling games or devices
- Knives, chains, or firearms of any kind or size; or any instruments that could be used as a weapon
- Cigarettes, matches, lighters, vaping paraphernalia, tobacco, alcohol, any explosive device
- Hats of any kind

The school will endeavor to protect, but it is not responsible for personal property.

Chewing Gum:
No chewing gum or possession of chewing is allowed, on property, including busses.

Cell Phones:
Cell phones are not allowed to be out or on during school hours and will be confiscated if seen or heard.

Cell phones should not be used to video tape or record activities on campus or on the way to or from campus. Please see the discipline guidelines for consequences.

Prohibited/Disruptive Items:
1. Any item that disrupts the learning environment is prohibited.
2. The school administration reserves the right to add items to this list as conditions warrant.
3. Items that are confiscated will be returned to a parent at the end of each day.
4. Repeated violations will result in longer periods of confiscation.

**Tobacco Use by Students:**
The possession or use of tobacco products is prohibited in the following locations:
- School grounds
- School buildings
- School parking lots
- School playing fields
- School buses and other District vehicles
- Off-Campus school-sponsored events
- To and From School

**Drug and Alcohol Use by Students**
The nonmedical use, possession, or sale of drugs on school property or at school events is prohibited. *Nonmedical* is defined as “a purpose other than the prevention, treatment, or cure of an illness or disabling condition: consistent with accepted practices of the medical profession.

Students in violation of the provisions of the above paragraph shall be subject to removal from school property and shall be subject to prosecution in accordance with the provisions of the law. Students attending school in the District who are in violation of the provisions of the policy shall be subject to disciplinary actions in accordance with the provisions of school rules and/or regulations.

For purposes of this policy, “drugs” shall include, but not limited to:
- All dangerous controlled substances prohibited by law.
- All alcoholic beverages.
- Any prescription or over-the-counter drug, except those for which permission to use in school has been granted pursuant to Board policy (with doctor’s note and held in the nurse’s office).
- Hallucinogenic substances.
- Inhalants

Any student who violates the above may be subject to warning, reprimand, probation, suspension, or expulsion, in addition to other civil and criminal prosecution.

**Search and Seizure:**
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 the responsibility and the authority to search for and obtain the contraband from students or non-students if there is reasonable suspicion that the student possesses such contraband.

Student desks, school textbooks, and library books are the property of the school district and remain, at all times, under the control of the district. However, students are expected to assume full responsibility for the security and safekeeping of their desks, books, and other property and equipment. School authorities at any time without a search warrant or student consent may conduct inspections of desks, books and other property and equipment.

**Reporting Bullying/Harassment/Intimidation:**
Union Elementary School District acknowledges that students may need to report bullying, harassment or intimidation we encourage students to report their concerns to any staff member. There are forms in the front office of all Union schools for any student or parent want formally report bullying, harassment or intimidation that a student is facing, school staff are charged with investigating any reported offense and will follow policy JICK-EB to ensure all students have access to a positive, safe, caring, and respectful learning environment.
Parental Notification:
It is the practice of Union Elementary Schools to notify parents of disciplinary situations as soon as possible. The school will investigate any disciplinary situations prior to notifying parents of the situation.
Hurley Ranch PBIS Behavior Flowchart

Observe Problem Behavior

What Type of Behavior?

Staff Managed
(Sequence of Events)

- Prompt Intervention:
  - Reteach expectation/skill not being followed
- Re-Teach Intervention:
  - Reteach expectation/skill not being followed
  - Document behavior
- In-Class Intervention:
  - Reteach expectation/skill not being followed
  - Classroom reflection
  - Document behavior
- Out of Class Intervention:
  - Reteach expectation/skill not being followed
  - Call home about behavior as soon as possible
  - Document behavior
- Individualized Interventions
  The staff member will:
  - Complete the ODR Card and attach In-Class and Out of Class Reflection Forms
  - Write an office referral within 20 minutes
  - Call office to notify that student is on the way or needs to be picked up

Minor

- Off-Task Behavior
- Inappropriate language/Disrespect
- Defiance/Non-compliance
- Disruption of the Learning Environment
- Lying
- Cheating
- Cellphones/Electronics
- Inappropriate Display of Affection (minor)
- Teasing, Gossiping, Social Exclusion
- Internet Technology misuse
- Dress Code
- Tardy
- Food, Drink, Gum outside of cafeteria
- Cafeteria/Playground Infractions
- Minor Physical Aggression (pushing, shoving, horseplay)
- Graffiti/Inappropriate Writing (minor)
- Theft (minor)

Major

- Physical Aggression/Battery (kicking, punching, pushing with intent to do harm)
- Assault
- Inappropriate language
- Vandalism/Destruction of Property
- Weapons & Dangerous Items
- Bullying
- Harassment, threat, intimidation
- Sexual offenses
- School Threats
- Gang Activity/Promotion
- Dangerous use of Technology
- Forgery or Plagiarism
- Gambling
- Arson
- Drugs/Alcohol/Tobacco
- Paraphernalia
- Truancy
- Theft (major)

Administration Managed
(Sequence of Events)

- Action 1: Referral Submitted
  - Staff submits the office referral within 20 minutes of the student exiting class

- Action 2: Data Review
  - Administration reviews the ODR Card, In-Class Student Reflection, Out of Class Student Reflection, Office referral and other pertinent data

- Action 3: Due Process
  - Administration investigates, provides due process, determines and assigns consequences according to policy

- Action 4: Communication
  - Administration communicates consequences to the student, parents, and relevant staff members

Important Information

- Movement through the interventions occurs when the same minor behavior is exhibited multiple times within the same school day
- Although some of the behaviors listed above are described as minor, they will result in an office referral if the student does not correct the behavior after several interventions. Repeatedly engaging in these behaviors negatively impacts the student’s and their classmates ability to learn and indicates a need for more individualized interventions
- Interventions start over at the beginning of following school day
## Hurley Ranch PBIS Expectations Matrix

<table>
<thead>
<tr>
<th>Location</th>
<th>Be Safe</th>
<th>Be Respectful</th>
<th>Be Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Classroom</strong></td>
<td>Keep hands and feet and objects to myself.</td>
<td>Follow the directions of staff members.</td>
<td>Report issues to staff.</td>
</tr>
<tr>
<td></td>
<td>Walk</td>
<td>Use kind words and friendly tone.</td>
<td>Staying on-task.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Listen to the speaker.</td>
<td>Keep items neatly in desk or backpack.</td>
</tr>
<tr>
<td><strong>Restroom</strong></td>
<td>Keep hands, feet and objects to myself.</td>
<td>Mind my own business.</td>
<td>Accept consequences, unwanted outcomes and criticism appropriately.</td>
</tr>
<tr>
<td></td>
<td>Keep water in the sink.</td>
<td>Use kind words and friendly tone.</td>
<td>Appropriately gain teacher attention.</td>
</tr>
<tr>
<td></td>
<td>Wash hands with soap and water.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Cafeteria</strong></td>
<td>Keep hands, feet and objects to myself.</td>
<td>Follow the directions of staff.</td>
<td>Report issues to staff.</td>
</tr>
<tr>
<td></td>
<td>Only touch my food and drink.</td>
<td>Use kind words and friendly tone.</td>
<td>Clean up after myself.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Go, flush, wash, leave</td>
</tr>
<tr>
<td><strong>Playground/Courtyard</strong></td>
<td>Keep hands, feet and objects to myself.</td>
<td>Follow the directions of staff.</td>
<td>Use designated restroom.</td>
</tr>
<tr>
<td></td>
<td>Use equipment correctly.</td>
<td>Use kind words and friendly tone.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Show good sportsmanship and play fairly during any game.</td>
<td></td>
</tr>
<tr>
<td><strong>Transitions/Hallway</strong></td>
<td>Keep hands, feet and objects to myself.</td>
<td>Follow the directions of staff members.</td>
<td>Report issues to staff.</td>
</tr>
<tr>
<td></td>
<td>Walk the lines when transitioning with my class.</td>
<td>Use kind words and friendly tone.</td>
<td>Take care of, share and turn in all sports equipment.</td>
</tr>
<tr>
<td><strong>Assembly</strong></td>
<td>Keep hands, feet and objects to myself.</td>
<td>Eyes and Ears on speaker</td>
<td>Line up on time.</td>
</tr>
<tr>
<td></td>
<td>Walk</td>
<td>Celebrate appropriately</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Stay with your class</td>
<td>Sit</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Stay in your space</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Kind words</td>
<td></td>
</tr>
<tr>
<td><strong>Office/Nurse</strong></td>
<td>Keep hands, feet and objects to myself.</td>
<td>Greet adults</td>
<td>Bring pass.</td>
</tr>
<tr>
<td></td>
<td>Walk</td>
<td>Kind words</td>
<td>Go to assigned location.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Wait your turn</td>
<td></td>
</tr>
<tr>
<td><strong>Bus</strong></td>
<td>Sit facing forward with feet in front of you</td>
<td>Follow the directions of the school bus driver</td>
<td>Put away all candy, food &amp; drinks before getting on the bus</td>
</tr>
<tr>
<td></td>
<td>Stay seated while bus is moving</td>
<td>Kind words</td>
<td>Place all trash in trash cans</td>
</tr>
<tr>
<td></td>
<td>Keep hands, feet and objects to yourself</td>
<td>Use an indoor voice</td>
<td>Take turns, one at a time getting on and off the bus.</td>
</tr>
</tbody>
</table>
Union Elementary School District
Student Technology Responsible Use Policy

Purpose
The Union Elementary School District (UESD) recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st century technology and communication skills. To that end, we provide the privilege of access to technologies for student and staff use. Access to technology is a privilege, not a right, and as such, students must seriously consider the responsibilities associated with signing this user agreement.

- Technology provided for educational purposes that support the mission, vision, core beliefs and goals
- Union Elementary School District Arizona State Standards
- Enhance the development of 21st Century Skills included in Common Core Standards
- Encourage innovation, communication, creativity, collaboration and problem-solving skills by providing access to current and relevant information
- Prepare students for college or career

Definition of Technology
- Internet, shared network resources and external file storage devices
- Desktop, mobile computers, tablets and handheld devices
- Videoconferencing, televisions, projection systems and telephones
- Online collaboration, message boards, and email
- Copiers, printers and peripheral equipment
- Additional technologies as developed

CIPA
UESD is in compliance with the Children’s Internet Protection Act (CIPA) and has installed technology protection measures for all computers in the school district. A technology protection measure is in place that blocks or filters Internet access. This filter protects against access by adults and minors to visual depictions that are obscene, child pornography, or — with respect to use of computers with Internet access by minors — harmful to minors. The content filter does monitor the online activities of minors and adults and may be reviewed when deemed necessary.

The Responsible Use Policy (RUP) applies to:

- School-owned technology on the UESD Internet/network, on non-school networks and offline
- Privately owned technology that is connected to the Internet/network and on privately owned networks while on school property

Responsible Use
Users must abide by all school rules as outlined in the Student Handbook and this Responsible Use Policy. This policy outlines the guidelines and behaviors that all users are expected to follow when using technology. It is the responsibility of both UESD and parents to help prepare students to be members of a digital society or digital citizens. A digital citizenship is defined as the norms of behavior with regard to technology use.

A digital citizen is one who:
1. Understands human, cultural, and societal issues related to technology and practice legal and ethical behavior.
2. Advocates and practices safe, legal, and responsible use of information and technology.
3. Exhibits a positive attitude toward using technology that supports collaboration, learning, and productivity.
4. Demonstrates personal responsibility for lifelong learning.
5. Exhibits leadership for digital citizenship.

Union Elementary School District
Student Technology Responsible Use Policy

Prohibited Use
Unacceptable uses of school electronic resources include, but are not limited to:

1. **Accessing or Communicating Inappropriate Materials**—Users may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials or messages.
2. **Illegal Activities**—Users may not use the school district’s computers, electronic devices, networks, or Internet services for any illegal activity or in violation of any Board policy/procedure or school rules. UESD and its employees and agents assume no responsibility for illegal activities of students while using school computers or school-issued electronic resources.
3. **Violating Copyrights or Software Licenses**—Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is prohibited, except when the use falls within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.
4. **Plagiarism**—Users may not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, etc). When using other sources, credit must be given to the copyright holder. Users should not take credit for things they didn’t create themselves or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.
5. **Cyberbullying**—Cyberbullying will not be tolerated. Harassing, denigrating, impersonating, and cyberstalking are all examples of cyberbullying. Do not send emails or post comments with the intent of scaring, hurting, or intimidating others. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.
6. **Misuse of Passwords/Unauthorized Access**—Users may not share passwords; use any user account/password that is not assigned to them; or attempt to circumvent network security systems.
7. **Malicious Use/Vandalism**—Users may not engage in any malicious use, disruption or harm to the school district’s computers, electronic devices, network and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses and/or malware, Trojans, etc.
8. **Avoiding School Filters**—Users may not attempt to use any software, utilities or other means to access Internet sites or content blocked by the school filters.
9. **Unauthorized Access to Blogs/Social Networking Sites, Etc.**—Users may not access blogs, social networking sites, etc. prohibited by school administration or the UESD Technology Department. Teachers and students using authorized social networking sites for educational projects or activities
shall follow the age requirements and legal requirements that govern the use of social networking sites in addition to the guidelines established in this policy.

10. **Degrade System Resources** - Users shall not use the network in such a way that would degrade the performance of system resources or disrupt the use of the network by others. This includes but is not limited to excessive printing, file storage, online games, and video/audio streaming not directly related to educational projects, as determined by the supervising instructor or school administrator.

11. **Unauthorized Equipment** - Users may not attach unauthorized equipment, including personal laptops, tablets, and handheld devices, to the district network without permission from the school administration or UESD Technology Department.

**Union Elementary School District**

**Student Technology Responsible Use Policy**

**Privacy**

All computers, telephone systems, voice mail systems, electronic mail, and electronic communication systems are the district’s property. The district retains the right to access and review all electronic and voice mail, computer files, databases, and any other electronic transmissions contained in or used in conjunction with district’s computer, telephone, electronic mail, and voice mail. Students and staff should have no expectation that any information contained on such systems is confidential or private.

**Safety/Security**

1. All users are given accounts upon entry into UESD. Any user account given is intended for the sole use of that user only. Each user is responsible for the security of the system. Passwords should not be shared. If a user shared a password with another, that user will be held accountable.

2. Users may not reveal personal information, including a home address and phone number, about themselves or another individual on any unsecured electronic medium, such as web sites, blogs, podcasts, videos, wikis, or social networking sites. If users encounter dangerous or inappropriate information or messages, they shall notify the school administration immediately.

3. Staff may post student pictures on district/school/classroom “public” websites as long as the student’s name or other identifying information is not included. Students’ grades, test results, or identifying pictures may be stored only on district-approved secure sites that require a username and password for authorized individuals to access.

4. Many devices have the capability to record audio and video. It is best practice and common courtesy to ask permission before recording an individual or groups. The use of cameras in any type of electronic device is strictly prohibited in locker rooms and restrooms.

5. UESD staff must maintain the confidentiality of student data in accordance with the Family Education Rights and Privacy Act (FERPA).

6. Students may be issued a school email address to improve student communication and collaboration on school projects. Email shall be used only for educational purposes that directly relates to a school project or assignment.

**Damage/Liability**

Users may be responsible for compensating the school district for any losses, costs or damages incurred for violations of Board policies/procedures and school rules, including the cost of investigating such violations. The school district assumes no responsibility for any unauthorized charges or costs incurred by users while using school district computers, devices, or the school network.
**Terms of Use**
UESD reserves the right to deny, revoke or suspend specific user privileges and/or take other disciplinary action, including suspensions or expulsion from school, for violations of this policy. Additionally, all handbook regulations apply to the use of the UESD network, Internet, and electronic resources.

**Disclaimer**
UESD, its employees and agents, make no warranties of any kind, neither expressed nor implied, concerning the network, Internet access, and electronic resources it is providing. Furthermore, UESD is not responsible for:

1. The accuracy, nature, quality, or privacy of information stored on local servers or devices or information gathered through Internet access.
2. Any damages suffered by a user (whether the cause is accidental or not) including but not limited to, loss of data, delays or interruptions in service, and the infection of viruses or other malware on personal computers or other devices.
3. Unauthorized financial obligations resulting from the use of UESD electronic resources.

**Union Elementary School District**

**Student Technology Responsible Use Policy**

**ACCEPTANCE AND COMPLIANCE OF RUP**

**Examples of Responsible Use**
I will:
1. Use school technologies for school-related activities.
2. Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline. Be courteous and respectful.
3. Not post any information that I would not want students, parents, teachers, or future colleges or employers to see (once something is online, it is available to the world).
4. Treat school resources carefully, and alert staff if there is any problem with their operation.
5. Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
6. Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
7. Use school technologies at appropriate times and in approved places, for educational pursuits.
8. Cite sources when using online sites and resources for research.
9. Recognize that use of school technologies is a privilege and treat it as such.
10. Be cautious to protect the safety of others and myself.
11. Help to protect the security of school resources.

**Examples of Unacceptable Use**
I will **not**:
1. Use school technologies in a way that could be personally or physically harmful.
2. Attempt to find inappropriate images or content; intent to seek inappropriate images or content is a violation of this Responsible Use Policy.
3. Create a personal mobile “hot-spot” or utilize a “proxy site” for the purpose of circumventing network safety measures and filtering tools.
4. Create, distribute or deploy multi-user servers or gaming software on or within the SVCS network.
5. Engage in cyberbullying, harassment, or disrespectful conduct toward others.
6. Try to find ways to circumvent the school’s safety measures and filtering tools; intent to circumvent safety measures and filtering tools is a violation of this Responsible Use Policy.
7. Use school technologies to send spam or chain mail.
8. Plagiarize content I find online.
9. Post or otherwise disclose personally identifying information, about others or myself.
10. Agree to meet someone I meet online in real life.
11. Use language online that would be unacceptable in the classroom.
12. Use school technologies for illegal activities or to pursue information on such activities.
13. Attempt to hack or access sites, servers, or content that isn’t intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technology.
There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to District schools within twelve (12) calendar months. For purposes of this policy a person as specified above shall be considered a "student" until transfer, promotion or withdrawal from the District school.

"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:

A. 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 education institution.

B. 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.

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:

A. Customary athletic events, contests or competitions that are sponsored by an educational institution.

B. 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.

Students and others may report hazing to any professional staff member.

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

To assure that students and staff are aware of its content and intent, a notice of this policy and procedure shall be posted conspicuously in each school building and shall be made a part of the rights and responsibilities section of the student handbook. Forms for submitting complaints are to be available to students and staff in the school offices.

Disposition of all reports/complaints shall be reported to the Superintendent. The Superintendent will determine if the policies of the District have been appropriately implemented and will make such reports and/or referrals to the Board as may be necessary.

All violations of this policy shall be treated in accord with the appropriate procedures and penalties provided for in District policies related to the conduct and discipline of students, staff, and other
STUDENT BULLYING / HARASSMENT / INTIMIDATION

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

The Governing Board of Union 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, harassment, or intimidation 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

A. 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,
B. 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,
C. occurs when there is a real or perceived imbalance of power or strength, or
D. 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

A. 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,
B. exposure to social exclusion or ostracism,
C. physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
D. 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 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, harassment, or intimidation 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, harassment, or intimidation 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, harassed, or intimidated or suspect another student is bullied, harassed, or intimidated 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, harassment, or intimidation shall not be tolerated, and the individual(s) ill be subject to the disciplines set out in applicable District policies and administrative regulations. Students found to be bullying, harassing, or intimidating 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 Policy JICK or this exhibit, 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, harassment, or intimidation is a violation of the law.
Dear Parent/Guardian:

Please review the Union School District Student Handbook with your child. Once you have reviewed the expectations and procedures sign below and return this form to your child’s teacher.

My child, _________________________ and I have reviewed and understand the Student Handbook for the 2019-2020 school year.

PRINT NAME

STUDENT HANDBOOK POLICY:
We agree to the expectations and procedures as detailed in the student handbook policy.
(A copy of this contract is available in our student handbook).

(Parent Initial) (Student Initial)

STUDENT TECHNOLOGY RESPONSIBLE USER POLICY:
We agree to the expectations and procedures as detailed on the previous pages.
(A copy of this contract is available in our student handbook).

(Parent Initial) (Student Initial)

PHOTO & VIDEO RELEASE FORM:
Consent and Release: The district may use, release, and/or publicize my and/or my child’s name, image (in any form), and creative work through any medium whatsoever, including, but not limited to, the internet, written publication, and broadcast for any educational, editorial, promotional, business or other purpose without prior notice or compensation. The district may exercise its rights as it deems appropriate for its productions, for advertising, and for other purposes. By signing below, I intend for the district to rely upon this Release; and I agree to release, not to sue, and to indemnify and hold the district harmless for, from and against any and all injuries, claims, demands, damages, actions, causes of action, suits or judgments of any kind or nature whatsoever (including attorneys’ fees and other costs in the defense of any such claim or suit) brought by myself or on behalf of myself or my child as a result of any claim, loss, damage, or injury to any persons or property arising out of or in any way relating to any action, inaction, or participation in any video or photographic production of the district.

☐ I do consent to the above ☐ I do not consent to the above.

☐ I do not consent to the above; however, I do grant permission for my child’s photograph to be included in the school yearbook.

Student Signature: ___________________________ Date: ____________________

Parent Signature: ___________________________ Date: ____________________