**Cedar Hills**

 **School**

**2021-2022**



**Student/Parent Handbook**

**9501 Nellie Drive Kingman, AZ 86401-8917
Cedar Hills Front Office/Attendance (928) 692-0013**

 **Bus Driver Contact (928) 303-4253**

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**EDUCATIONAL PHILOSOPHY**

Hackberry Elementary School District #3 provides opportunities for each student to succeed. The District staffs, Administrators and Board Members recognize that students are unique individuals, and every effort will be made to meet their intellectual, behavioral, emotional, and physical needs. The ultimate goal of the district is for students to become responsible and life-long productive citizens of society.

**Staff:** The Board specifically charges teachers with the responsibility of maintaining and expanding their ability to educate, providing opportunities for students to reach their maximum potential and developing a sense of dignity and self-worth in each student.

**Parents:** The Board expects all parents to cooperate in the District’s educational effort by ensuring maximum attendance of their children, by requiring their children to cooperate in the educational endeavors and by fostering an attitude in their children that recognizes the importance of education.

**Students:** The Board expects that each student will learn to recognize the value of education and therefore, work diligently to ensure that maximum potential is realized. The Board further expects that each child will recognize that fellow students have a right to an education and avoid any action that interferes with a student’s ability to exercise this right.

**Community:** The Board’s goals are that each member of the community, both individually and through governmental, civic and social organizations, supports the educational activities of the District.

The Governing Board of the Hackberry Elementary School District #3 pledges its best efforts to ensure that the School District is governed effectively and efficiently, so that the objectives of an appropriate and outstanding educational experience are achieved for all children of the District.

**EDUCATIONAL GOALS AND OBJECTIVES**

The Board adopted the following educational goals for every pupil of this District as a base for the educational program:

* To acquire basic skills in obtaining information, solving problems, thinking critically and communicating effectively.
* To meet or exceed standards established by the State Board of Education
* To become an effective and responsible contributor to the decision-making processes of social and political institutions of the community, state and nation.
* To acquire job entry-level skills and to acquire the knowledge necessary for further education.
* To acquire the capacities for a satisfying and responsible role as a family member.
* To acquire the knowledge, habits and attitudes those promote personal and public health, both physical and mental.
* To acquire an understanding of ethical principles and values and the ability to apply them to personal life situations.
* To develop an understanding of self-worth, abilities, potentialities and limitations.
* To enjoy the learning process and to acquire the skills necessary for a lifetime of continuous learning and adaptation to change.
* To acquire an appreciation and understanding of the arts.

In organizing and carrying out educational programs, the District recognizes that education goes on outside the school and that the home, as well as the community, has responsibility for training students that cannot be assumed or carried by the school alone. All must cooperate and work together in the interest of the students.

**SCHOOL MOTTO**

**R—RECOGNIZES** that learning is a privilege.

**E—EXPECTS** to succeed.

**S—STRIVES** to be on time and complete your assignments on time.

**P—PRIDES** yourself in your work, your appearance, and your school.

**E—EXERCISES** self-discipline and self-control.

**C—CHOOSES** to be honest.

**T—TREATS** others as you wish to be treated.

 **I AM A KID AT *HOPE***

 **I am talented, smart, and capable of success.**

 **I have dreams for the future and**

 **I will climb to reach those goals and dreams**

 **Everyday!**

 **(3)**

**GENERAL SCHOOL RULES**

**Attendance:**

Students from Kindergarten thru 6th grade are served breakfast at 7:30 a.m. Class BEGINS at 8:00 a.m. and ENDS at 3:30 pm.

**General School Rules:**

1. Restroom breaks should be done in between classes or coming from lunch/recess times. The first 30 minutes of each class is protected academic time and out of class passes will not be available.
2. Students must have a pass to be out of class.
3. No students will be in the hallway during class change/dismissal unless a Teacher is with them.
4. No student should be given any treats before lunch.
5. If a student brings in food or drinks from home in the morning, they MAY eat/drink it during the Breakfast session only, if they don’t finish it before it’s time to report to class it should be tossed. Food/drinks are NOT ALLOWED in the classroom, exception is water only.
6. No student shall wear pajamas to school. (exception: for student body event)
7. No student should wear hoods or hats INSIDE the building.
8. No student shall use profanity or words that even sound like profanity on school grounds, NO EXCEPTIONS!
9. No toys, animals, games, personal projects built or made at home can come to school unless it is an assigned GRADE project. We DO NOT allow “Show and Tell” without teacher’s permission.

**Classroom Rules:**

1. No student shall get out of their seat during class time unless instructed to or given permission.
2. No student will disrupt or speak out unless instructed to by their teacher or teacher assistant…Raise your hand.
3. If a student borrows a pencil from the Teachers’ supply, they must return it at the end of the class.
4. Students must do the classwork assigned daily as required.

**Playground Rules:**

1. No more than 1 person on a swing at a time.
2. No jumping from the swing.
3. No twisting in the swing.
4. Keep your hands and feet to yourself. We are a hands off campus.
5. Students are not allowed to run or play tag on the equipment.
6. Students may not sit on top of the monkey bars.

**Disciplinary Actions:**

1. WARNING
2. LUNCH DETENTION
3. CALL HOME
4. SUSPENSION OR LONG TERM SUSPENSON IF WARRANTED
5. EXPULSION FOR SEVERE, REPETATIVE OR ILLEGAL OFFENSES

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**ACCESSING THE SCHOOL PHONE SYSTEM**

The school’s phone system operates from 7:00 a.m. to 4:00 p.m. Monday through Thursday. Outside those hours, there is an answering system to leave voice mail for the attendance clerk, the office staff or teachers. When the system answers, you need to listen carefully to the various options before making selections unless you already know the exact extension number. If you know the extension, you may dial it once the phone system answers. The system handles only one person listening to the message at a time. The system will ring continuously (don’t hang up) until the first call disconnects; then the system will pick up the next caller in order.

**Staff Voice Mail:** Staff members have voice mail extensions. (See list below) It is convenient and timely for you to leave a voice mail message. During the school day, you can and are encouraged to use the teacher’s voice mail to leave messages to which the teacher can respond during his/her prep time. If there is an immediate need to leave a message, the secretarial staff can take your message. You may access these numbers during the normal school day and after hours when the answering system picks up the school’s calls.

1. **During School Hours:** When the secretary answers, request the voice mail extension number. If you do not have the number handy, you should ask the secretary to connect you to the desired staff member’s voice mail.
2. **After School Hours:** If you know the three-digit extension number, press the number after the first instructions. If you do not have the number handy, you may listen to further instructions, which will assist you in finding the extension number.
3. **Weather Day Information:** On days the weather is bad, snow/rain/fog etc.; please call 928-692-0013 or

928-303-4253.

**YEARLY CALENDAR**

**See back of Handbook**

**STAFF POSITIONS AND EXTENSIONS**

**Position Extension**

Main number-Front Desk 200

Administrator 201

Business Manager 202

Bus Driver 214

Cafeteria Manager 214

K-1st Grade class 207

2nd-3rd Grade class 211

4th, 5th & 6th Grade class 204

**ARRIVAL AND DISMISSAL**

Bus: The District provides a bus schedule, which is distributed each school year. Students arrive and go directly to the cafeteria and playground where supervision is provided. Students remain there until directed by the staff on duty. After school, busses leave promptly and students are to be on the bus. Staff members are assigned to supervise the unloading and loading of the bus. **Unless students are involved in extra-curricular activities, academic assistance, or detention, they must leave campus within 10 minutes of the end of school (3:45 p.m.) by bus.**

Please follow the established rules for behaviors on the bus (see page 9).

Cars: **If coming by car, students should not be on school grounds before 7:15 a.m.** They should go directly to the cafeteria and/or playground where supervision is provided. Students remain there until directed by the staff on duty.

**Skateboards, roller blades, and scooters are not allowed on campus.**

Dismissal procedures: We are committed to your child’s safety. Children will be walked to the bus-loading zone by their teachers. All students are required to bring a note from home (which must be given to the teacher or to the office) when they:

* Leave campus with anyone other than the parent or guardian on file.
* Get off at another bus stop.
* Do not ride the bus, but are picked up from school.

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**CLOSED CAMPUS**

To protect each child and get students to class on time, Cedar Hills School operates a closed campus. Once students come to school, they do not leave the campus without specific administrative permission. If a student needs to leave the building during the school day, he/she are signed out using the following procedures:

Parents come to the office and sign out their child as directed by the school secretary. Parents MUST WAIT in the lobby to pick-up their child.

Parents pre-designate, in writing that another adult may pick the student up and sign them out. That individual must come to the office and sign the student out. (Parents must sign the note and anticipate telephone confirmation.)

**VISITATIONS**

Any visitor to the school (on school grounds) must report to the office and sign in, and obtain a visitor’s pass. All visitors are expected to sign out, return the pass and leave promptly when their business is completed.

In order to minimize classroom interruptions, students are not allowed to visit other students or classrooms during the school day without expressed teacher and administration approval.

**ATTENDANCE**

Absences: Students are expected to be in school every day except for illness or other unusual circumstances. Poor attendance is a major cause of low academic performance and can result in the loss of credit or retention. (See attendance policy, below)

**The school reserves the right to determine whether an absence is excused, unexcused, or truancy. The school also reserves the right to institute procedures that may lead to the prosecution of parents whose children fail to attend school as specified in Arizona statue.**

1. Excused Absence:\*
	1. Illness of the student or death in the family verified by a note from the parents.
	2. Medical or dental appointment verified by a note from the family. Documentation from the doctor’s office should be supplied to verify the date and time of the appointment to ensure that this is considered an excused absence. Please attempt to schedule appointments on Fridays.
	3. Unusual circumstances verified by a note from the family.
	4. Family emergencies where the family makes prior arrangements.

 Any absence of more than 3 consecutive days for illness or repeated absences that accumulate to

 5 or more days due to a health condition should be verified by a doctor’s statement.

1. Unexcused Absences:
	1. Parent hasn’t previously contacted the school to explain.
	2. Student returns without a note from the parent explaining the absence.

**The school works cooperatively with the Mohave County Prosecutor’s Office to ensure compliance with Arizona attendance statues. The procedures are as outlined:**

 **Unexcused Absences Total Absences Action**

1. **3 6 Letter from school**
2. **6 9 Letter from Administrator**
3. **9 12 Letter to parents that M.C. Prosecutor’s**

 **Office has been notified.**

1. **12 15 Prosecutor schedules SART Meeting**
2. **12+ 15+ School reports absences to P. O.**

**Reporting Absences:** Parents must inform the school office of absences caused by illness, appointments, emergencies, or other unusual circumstances at the time of the absence. Parents should call the school the morning of the absence by 8:30 a.m. *The student must bring a note the day after the absence to verify the absence in order for the absence to be considered excused.*

**Returning to School after an Absence:**

 Parents need to write a note giving the student’s name, the date(s) of the absence, and the reason for the absence.

 \* Students returning to school after an absence without an acceptable excuse are given an unexcused absence to return to class on the first day back. Absences not cleared up on the following school day after issuance of an unexcused admit become an unexcused absence.

**Tardiness:** Students are tardy when they are not in the proper class when school starts.

**Withdrawals:** When a pupil needs to withdraw from school, the parent should contact the office for a withdrawal form. A copy of this form is sent with the student to the next school of attendance.

**\*\*Arizona Department of Education Procedures for Excused Absences: APPENDIX Pg. 21-22**

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**SCHOOL MATERIALS AND EQUIPMENT**

**Textbooks:** Textbooks are furnished to all students. Each student is responsible for the care of the books issued. The student to whom the books are issued must pay for loss or destruction of these books.

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

Items owned and provided by the District for storage (e.g. desks) of personal items are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision. Students have no reasonable expectancy of privacy in desks, storage areas, etc., and they may be inspected at any time with or without reason, or with or without notice and without permission of the student or his/her parent or guardian by school personnel.

**Assigned Equipment:** Students may be provided other books, materials and equipment through the library, school staff, or classroom teachers. Each person is responsible for the care of all materials and equipment issued. The student to whom the equipment is issued must pay for loss or destruction of these items.

**Fines/Damages:** If a CEDAR HILLS SCHOOL student fails to pay any assessed fines or damages for books and/or materials will jeopardize participation in extra-curricular activities. Report cards, awards and promotion certificates will be held until all fines and damages are paid.

**ACADEMIC AND ACHIEVEMENT INFORMATION**

**Reports Cards:** Report cards are issued at the end of each quarter to grades K-6 so parents know their child’s progress. The report card should be taken home for the parents’ inspection. Teachers are required to post graded events within two days of the student’s submitting work.

**Grading System:** Students are graded using the following scale as described below:

**E = Exceeds the Standard** **M= Meets the Standard** **A= Approaches the Standard** **F=Fall Below Grade Level**

Shows outstanding and Shows consistent Shows understanding of Shows limited and

Consistent application of application of book basic basic knowledge that is inconsistent knowledge

knowledge that exceeds and complex knowledge approaching the required that is a beginning towards

required level of that meets required level level of performance. the required level of

performance. of performance. performance.

\*Grades may be considered modified as specified in individual education plans.

**Administrator’s Honor Roll:** To be eligible for each administrator’s quarter honor roll a student must make an A (4.0) grade average in all subjects, including activity classes without any D’s or F’s.

**Honor Roll:** To be eligible for each quarter’s honor roll a student must make a B (3.0) grade average or higher in all subjects, including activity classes without any D’s or F’s.

**Homework:** The Board recognizes that development of study skills and self-discipline is prerequisite to achievement commensurate with potential. Homework is assigned to each student on a routine and systematic basis consistent with the maturity, special needs, potential, and achievement level of the individual student. Learning is a continuous process both in and out of the classroom. Homework provides the opportunity to reinforce skills outside the classroom. Homework should not carry the stigma of punishment, nor should it be assigned without specifically addressing the objectives outlined:

* Foster in the student the realization that education is a continuous process.
* Develop a firm foundation for pursuing knowledge and developing skills on an independent basis.
* Provide guided practice of skill(s) that are performed once correctly to the satisfaction of the instructor.
* Reinforce the mastery of critical skills and concepts.
* Challenge through exploration of concepts and skills that complement and elaborate those introduced in the classroom.
* Provide feedback from the teacher through correction and clarification of outside assignments.
* Overcome particular difficulties

Homework should be assigned when:

1. Absence\* necessitates homework;
2. Pupils are not working up to expectancy;
3. There is a need to broaden a pupil’s understanding; and/or
4. Specific abilities must be developed.

\*Parents and students are responsible for obtaining homework when a student is absent and ensuring that the work is completed in the previously stated policy – one day to complete for each day absent.

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The following guidelines are used in assigning homework:

Kindergarten/First Grade – no more than 10-15 minutes daily

 Second Grade – no more than 20 minutes daily

 Third Grade – no more than 30 minutes daily

 Fourth Grade – no more than 40 minutes daily

 Fifth Grade – no more than 50 minutes daily

 Sixth Grade – no more than 60 minutes daily

In addition to assigned homework, each student will read for 20 minutes at home each day. (For children working with more than one teacher, homework will be coordinated so that the student in not overburdened with excessive numbers of assignments.) As much as possible, homework will not be assigned on weekends. However there will be occasions, such as when completing long-term projects, that working on a weekend will be necessary. Parent involvement is instrumental in helping your student successfully complete homework assignments. Parents can help by:

1. Taking time to look over the student’s assignments each day.
2. Providing a quiet place and set time for completing homework.
3. Developing a procedure for leaving home each day with completed homework in the backpack, ready to turn in.
4. Helping the student only as appropriate. Primary age students need more direct parent involvement to develop good homework habits.
5. Contact the teacher right away if the student is having difficulty completing homework or seems to spend a great deal of time on an assignment.
6. Read to or listen to your child read every day. This activity is a great end of the day event, just before going to bed.

**Academic Assistance:** It is the school’s intent to meet the needs of all students. Grade checks take place every three weeks. For students receiving a D or F in any class, the parents will be notified. Parents should contact the classroom teacher for information on assistance to maintain the student’s academic performance and eligibility for extra-curricular activities.

**Retention Criteria**

1. Identification of Candidates for Possible Retention: The classroom teacher will identify, by January 1st, those students whose progress over the precious school months indicate the student may not be able to pass at least 70% of the Board adopted objectives for each subject at grade level by the end of the school year.
2. Notification of Parents: During the month of January, the classroom teacher will notify the parents or guardian of students who are candidates for retention, that retention is being considered.
3. Formation of Child Study Team: A Child Study Team made up of the parent, classroom teacher, administrator and other members as needed, will meet as needed to plan an individual program for extra assistance in meeting the objectives for the student’s grade level.
4. Review of Student’s Progress Toward Attaining Mastery of Objectives and Retention or Promotion Decision:

No later than May 1st, the Child Study team will meet again, formally, to review the progress the student has made toward attaining the objectives.

A decision to promote or retain the student needs to be made at the time of the Child Study Team meeting(s). The retention decision is NOT to be based only on the attainment of at least 70% of the objectives. The following factors must be taken into account by the Child Study Team:

1. Predicted academic, social, emotional effects of retention.
2. Parent’s attitude toward retention.
3. Present level of academic achievement considering performance on classwork, assignments, test, etc.
4. Standards Achievement Test results.
5. Number and nature of interventions implemented to remediate problems.
6. The amount of academic progress made in the past year.
7. The student’s known or inferred academic aptitude.

**Field Trips:** Field trips are taken to further students’ educational knowledge. When a field trip is planned, all requirements for participation will be sent home. A permission slip and medical treatment authorization waiver will need to be signed and returned to the school prior to the trip. If a student does not have either form in, he or she will not be able to go on the field trip.. Students must attend school the day prior to participate. Discipline rules and procedures will apply on all trips and participation can be denied based on behavior.

**Guidance:** All staff members carry out guidance activities. Academic and personal guidance are the functions of the entire school. A school psychologist counselor can be available to help students and teachers.

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**Testing:** The school provides a comprehensive program for testing ability, achievement, aptitude, placement, and interest. Knowledge of students’ capabilities and potential is valuable in helping students plan for the future. Assessment of student performance is provided through the District Assessment Plan that includes ATI, DIBELS, LEXIA, & AZMERIT testing.. Staff members are available to interpret the results to parents and students.

**Summer School:** If deemed necessary, a summer school may be held. Teachers and the administration will recommend students and determine the curriculum.

**Awards:** At the end of the year, student achievement in various areas is celebrated through awards. These awards include, but are not limited to, the following:

1. Honor Students – students on the honor roll all four quarters
2. Perfect Attendance
3. Academic Awards – presented by the teachers
4. Special honors, certificates, and activities – deemed by the teachers or administration

**MEAL PROGRAM**

1. A breakfast and lunch program is available for all students. Free/Reduced lunch qualified students will receive meals at no or little cost; full-pay students will be charged a daily $2.93 fee.
2. All students who bring lunch must eat lunch with their class.
3. Staff supervises all meal periods (cafeteria and recess), and students are required to follow the directions of the staff on duty.
4. The breakfast program is offered daily before school begins.
5. Students have a scheduled lunch period; **all food must be eaten in the cafeteria, not in the halls or the play areas.**

**HEALTH CARE**

**Immunizations:** Arizona State Law requires that a child must be immunized against diphtheria, pertussis (whooping cough), tetanus, polio, measles, mumps, rubella, and Hepatitis B before he/she enters school. By law, students not properly immunized shall be excluded from school until properly immunized. Families with special circumstances or exceptions should make arrangements with Administration on an individual basis. Free immunizations are available from the Mohave County Health Department, **928.753-0714.**

**Vision and Hearing:**  Annual vision and hearing screenings are part of the CEDAR HILLS SCHOOL health program. Parents will be notified if further screening is needed for their student.

**Illness:** Children should not be in school unless they are ready for the school day routine—recess, etc. Children who stay in are asked to do class work.

**Communicable/Infectious Diseases:** Any student with, or recovering from, a communicable disease will not be able to return to school until the contagious period has ended or until the student’s doctor recommends a return. Students with lice will not be able to return to school until they have been treated and are symptom free. Parents are asked to contact the school when their child has been diagnosed with a communicable disease or lice. Any student sent to school with a fever or throwing up will be sent home.

**Medication:**  At times during the school year, it may be necessary for a student to take prescription medication. This medication is to be furnished by the parent or guardian with the regular pharmacist label with the name, strength, and dose of the medicine. A request must be signed by parent or guardian to authorize giving the medication during school hours. This includes both prescription and over-the-counter medication.

**Exemption from Physical Education Activities:**  If a student needs to be exempt from any physical education activities, a note is required. If the exemption is for a very short time, the note can be from the parent. If it will be for an extended period of time (more than 1 week) a doctor’s note is required. The note needs to include the reason for the exemption and the length of time the student will need to be exempt.

**BEHAVIOR CODE**

**Mission Statement**

Hackberry Elementary School District #3 seeks to create a challenging learning environment in a unique, small, rural, school setting that encourages high expectations for success. We use developmentally-appropriate instruction allowing for individual differences and learning styles while upholding high academic standards. Our school prides itself in promoting a safe, orderly, caring, and supportive environment. Each student's self-esteem is fostered by positive relationships with students and staff. We strive to have our parents, teachers, and community members actively involved in our students' learning.

 **(9****)**

**Our Vision**

*Hackberry Elementary School District #3 will encourage all students to become life-long learners. All students are encouraged to achieve their personal best. The school community will provide a safe learning environment with highly qualified and supportive staff. We will work to develop a relationship among all stakeholders, (parents, extended family, staff, students, etc.) who are all working together to provide the student with a solid educational foundation. Students are expected to leave Hackberry Elementary School District #3 with:*

 *-A set of moral values-honesty, integrity, and good judgment.*

 *-A complete set of skills in the areas of-linguistics, mathematics, science, art, physical*

*fitness, and social skills.*

 *-An inquiring and discriminating mind, critical thinking skills, and a desire for knowledge.*

 *-A strong sense of self-esteem and high personal expectations.*

 *-The ability to respect and appreciate others.*

 *-The skills necessary to become productive citizens who actively contribute to society.*

*We value the partnership which must exist between the school, parents, and community and the part it plays in making this vision a reality.*

**Our Expectations**

 **Students will:**

* Acquire reading, writing, math, science, critical thinking and technology skills that meet or exceed the expectations of students throughout our country.
* Acquire a base of knowledge common to well-educated Americans.
* Acquire emotional maturity, including empathy and the willingness to accept responsibility for personal accountability.
* Acquire a clear understanding of rights and responsibilities concerning their classmates, staff, family, community, country and the world.
* Acquire responsibility for maintaining fit and active lives.

 **Staff will:**

* Be a professional at all times.
* Utilize instructional materials aligned to the Arizona College and Career Ready Academic Standards and the District’s curriculum
* Implement lessons using the Arizona Academic Standards.
* Be a positive, caring role-model.
* Create and maintain a safe and orderly learning climate.
* Regularly evaluate student learning and communicate results.
* Seek continuous professional growth and development.

 **Parent responsibilities:**

* To establish regular communication with your child’s teacher.
* To participate in school activities.
* To assume major responsibility for the student’s behaviors in the home, at school and in the community.
* To encourage acceptable behavior at all times.
* To maintain an ongoing communication, attend school conferences related to their child’s achievement and effort, and discuss any reporting documents with their child.
* To discuss their child’s day with them and to remain current with assignments and any homework that needs to be completed.
* To assist the student in obtaining the resources needed to complete assignments.
* To ensure that the student attends regularly and promptly; report and explain any absence or lateness.
* To inform the school of current home, business, and emergency contact telephone numbers.
* To bring to the attention of the school any problem or condition which affects the students or other members of the school community.

 **Implementation:**

 This Behavior Code is in effect:

* during school hours
* while students are being transported on school busses
* during recess and noon hour while on school property
* during field trips under the school’s supervision

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**Consequences:**

Consequences are defined as appropriate strategies to remediate behaviors that are not in line with our Code of Behavior. The range will depend on ability, age, grade and frequency of occurrence.

Consequences are set up in each classroom under individual class discipline plans. These consequences shall be applied in a firm, fair, and consistent manner.

The following is a sequence of consequences that will be used with students:

1. Verbal warning
2. Continuous communication with parents
3. Interview process
4. Discussion and warning involving
	1. Teacher/Student
	2. Administrator/Student
	3. Teacher/Parent/Student
	4. Administrator/Teacher/Parent/Student/Support Staff
5. Student contract stating conditions, expectations and specific consequences
6. Restitution for items lost, stolen, damaged or vandalized
7. Confiscation of cigarettes, illegal substances, weapons, and call in the appropriate authorities as required
8. Signing in for being late or truant and making up time before/after school
9. Exclusion from class and certain activities
10. In-school suspensions: exclusion from class with assignments to be done in an assigned withdrawal area. Work missed due to exclusion from class must be completed on student’s time and signed by parent and teacher upon completion.
11. Involvement of outside agencies: i.e. police, family and children’s services, etc.
12. Suspension, Long-term Suspension, or Expulsion from school according to the Hackberry Elementary School District #3 Board policy

**SCHOOL-WIDE PROCEDURES**

**GENERAL SCHOOL WIDE**

Be respectful to every adult working at the Cedar Hills School.

Show respect for other students at all times.

Use playground equipment properly. (Your teacher will show you the proper use of the playground equipment.)

Stay in assigned areas.

Keep hands, feet and objects to yourself.

Work quietly without disrupting others.

**HALLWAY**

Classes are to be escorted at all times by a staff member (to destination and returning to classroom).

Students should walk on the right hand side of the hallways.

Walk at all times.

Students are to face forward.

Students are to keep hands, feet, and other objects to themselves.

Students will respect the school property, walls, other classes, and students.

Classes are to stop at each corner of the hallways or where directed.

There will be no talking in the hallways, so as not to disturb classes.

**ENTERING CLASSROOM**

Greet the teacher at the door.

Enter room quietly.

Get books and other supplies you need.

Hang up backpacks and coats where they belong.

Greet your classmates with an inside voice.

Go quickly to your seat and prepare for lesson

Look at white board for assignment and begin working.

**TARDY TO CLASS (arrival after 8:00 a.m.)**

Report to the front office before going to class.

**WHEN YOU NEED PAPER/PENCIL**

Come prepared.

If necessary, wait until instruction time is over.

 **(11)**

**KNOWING THE SCHEDULE FOR THE DAY/CLASS**

When you arrive, you will have instructions immediately on the board/or directions on what to do.

The white board will have objectives, what we want to accomplish and learn for the day, and where you can find the lesson.

**PARTICIPATION IN CLASS**

Raise your hand and/or follow the directions given by the teacher.

**RETURNING TO TASK AFTER AN INTERRUPTION**

Students are expected to re-group and continue on task assignment.

**KEEPING YOUR DESK ORDERLY**

Desks are not to be written on or destroyed. No stickers, markers, tape, etc.

It is your responsibility to clear/clean the desk before you leave any classroom.

Desks will be checked for marks, dents, etc.

Desks will be checked weekly.

**KEEPING YOUR NOTEBOOK/FOLDERS**

Each student has a responsibility to keep their own notebook neat and orderly.

Notebook checks will be made periodically.

**CHECKING OUT CLASSROOM MATERIALS**

Materials of any kind are not to leave a room without signing out the item. (No exceptions.)

**TEACHER DESK**

Do not touch anything.

Do not borrow supplies.

Do not go behind without permission.

**CLASSROOM COMPUTER**

Be sure that you are doing research or playing an educational game.

No food or drink (even water).

Be sure that you return any chairs moved to the area.

Take your books, notes, or other supplies when you leave the area.

Push in your chair.

Only one person to a computer unless you have permission.

**COMPLETED WORK---HOMEWORK**

Place completed class work in designated area.

Place homework in designated area.

**WHEN YOU ARE ABSENT**

It is the responsibility of each student to complete make-up work when absent.

Teachers will provide lists of missed assignments.

You have one day for every day you were absent for missed work.

**FREE TIME**

Work on other class work.

Read a library book or personal book.

Write ideas and questions for later.

**LEAVING CLASSROOM**

Ask permission to leave, and push in chair.

Must have appropriate Hall pass to leave the classroom and sign out.

Leave and return without drawing attention to yourself.

Stay seated at end of class until dismissed by teacher.

**RESTROOM**

No restroom breaks during teaching time.

Restrooms may be used during lunch and break time.

Use procedures for leaving room.

Playing or yelling in the bathroom is unacceptable.

Wash your hands!!!

**CAFETERIA**

Use *Hallway procedures* on the way to and from the cafeteria.

Classes will enter using inside voice

Walk at all times and stay in line.

Cutting in line is not permitted.

 **(12)**

Students will sit at their designated table and clean their eating area.

Sharing of food is not permitted.

Students must ask permission to use the restroom during lunch.

Students will leave the lunchroom when dismissed.

**PLAYGROUND**

Enter and leave building using *Hallway procedures.*

Use playground equipment properly. No exceptions.

Swings – not sideways, no jumping off, no shortening by flipping them over the bar

Monkey Bars – no hanging upside down or climbing on top; only going across underneath hanging down

Slides – down feet first on bottom only

Equipment-Use properly, do not run or play tag on equipment. Do not use balls inappropriately.

Keep hands, feet, and objects to yourself.

No throwing, tossing, kicking rocks or dirt.

Use appropriate language.

No spitting.

No climbing trees.

Leave all animals, bugs, and reptiles alone.

Line up immediately when the whistle is blown or other signal is given.

All classes are expected to line up at their designated area when the whistle is blown. Wait quietly to be escorted into building. **ASSEMBLY**

Follow *Hallway procedures* to and from assembly.

Enter assembly quietly and in an orderly fashion.

Sit where assigned.

Follow *Active Listening procedures* during assembly.

Teachers are to remain with their class.

When assembly is finished, wait to be dismissed.

Leave assembly quietly and in an orderly fashion.

**ACTIVE LISTENING**

Full attention is on the speaker.

Eye contact.

Keep hands, feet, and objects to yourself.

Keep your feet on the floor.

Withhold comments.

Let speaker know they have your full attention with body language.

**RAINY/COLD DAY**

Remain in cafeteria until escorted to class.

Use inside voice.

**END OF THE DAY**

Be sure your books and supplies are put away.

Check the floor for waste paper, etc., and clean it up.

Line up in an orderly fashion.

Keep hands, feet and objects to yourself.

**PM: BUS**

Safety is #1.

Students are to leave the building using *Hallway procedures.*

Students will be escorted by an adult to their buses.

**SCHOOL-WIDE ANNOUNCEMENT**

Stop what you are doing.

Announcements may be very important.

**FIRE DRILL**

Teachers take your grade book/class roster.

Assigned student is to take emergency tote.

Students will leave all items, line up quickly and quietly, and leave the room following *hallway procedures* to the fire exit.

Class will remain silent in line throughout the drill until the all clear is given.

Return to class following *hallway procedures*.

  **(13)**

**LOCKDOWN DRILL**

Remain calm.

Use *active listening* for direction from teacher.

**RESPECT**

Mr. Mrs. Ms. Yes/No Ma’am Yes/No Sir Please Thank you

**COMPUTER LAB**

**No eating or drinking in the labs. No games of any kind, Internet chat or instant messaging. Labs may be closed during classes.**

If there is a shortage of available machines, users must give up their computers if they are needed for a higher priority use. Priorities for use of the computers are:

1. Regular classes meeting in the computer labs
2. Working on assigned homework and class projects
3. Personal communications (e-mail, web browsing, etc.)
4. Other personal or recreational uses

Do not install any software, or modify or delete any system files on any lab computers.

CD-ROMs and other multimedia equipment are for school work only. Do not use them for playing music or other recreational activities.

Respect the equipment. Don’t remove or disconnect any labels, parts, or cables.

Do not read or modify other users’ files.

Keep your passwords to yourself.

Never impersonate another user by using their name or password. Do not access files, accounts, or other systems you are not authorized to use.

Do not run programs that continue to execute after you log off.

Keep the labs clean.

**SCHOOL LIBRARY**

The students, faculty, and staff of Cedar Hills School share the responsibility of maintaining an environment which allows the library to serve the needs of all. Specific rules in the library are:

* No food, drink, or gum is allowed.
* A quiet, courteous atmosphere will be maintained.
* General school rules will be implemented.

**Checking out materials: All materials are checked out at the circulation desk in a notebook.**

**Reference items**- Encyclopedias may be checked out overnight, but all other materials will remain in the library.

 **Periodicals**- For use in the library and may be checked out for up to 2 weeks.

**Books**- Students are allowed to check out items for a period of 2 weeks. Materials must be renewed unless requested by another person. Renewal may be denied if person has overdue books or outstanding fines

All patrons are responsible for any books or magazines checked out in their names. Please alert the librarian to any special circumstances.

**Returning Materials**: May be returned by placing them in the book drop at the circulation counter

**BOOK MOBILE**

The Mohave County Library provides the Book Mobile, which is a library on wheels. This resource will be available every other week. Students must follow these guidelines to participate:

Students will be allowed to check out items for a period of 2 weeks.

Patrons are responsible for all items checked out to their name.

Students will be allowed to check out magazines, books and **ONLY** video games and movies with the following ratings:

 Movies-G; General Audiences, all audiences admitted

 Video Games-Early Childhood, Everyone, Everyone 10+

**FIELD TRIPS**

A field trip permission form must be signed by parent/guardians and returned to school prior to the field trip. Students are subject to all school rules and regulations during field trips. Students can be denied participation in a field trip based on behavior.

  **(14)**

**ADMINISTRATOR’S DISCIPLINE PLAN**

**Severe Clause**

Students engaging in dangerous, disrespectful/abusive or illegal behavior will be referred directly to the A. D.P.

**Behavior Categorized Under The Following Will Be Considered Severe:**

1. **Dangerous** – refers to behavior that is intended to cause physical injury to a student or staff member.
2. **Disrespectful/Abusive** – refers to behavior in which students refuse to obey reasonable directives from any staff member and/or direct profane or disrespectful language to any staff member.
3. **Illegal** – Behavior involving theft, vandalism, possession of dangerous objects, smoking, drugs, alcohol, truancy.

Infraction categorized under Hallways/Entrances/Exits/Bathrooms Rules will be dealt with by the supervisors on the spot and recorded in the office discipline log. Repetitive misbehavior in these areas will be referred to the administrator. Parents will be contacted to assist in changing this undesirable behavior.

When a student is referred to the Administrator as part of the Teacher’s Classroom Discipline Plan or the School-Wide Discipline Plan for inappropriate behavior, the student may receive any of the following consequences depending on the circumstance and severity:

* 1. Verbal reprimand
	2. An explanation of consequences for subsequent referrals re: this behavior
	3. Parents may be contacted

**Depending on the severity, the inappropriate behavior may also result in the following consequences:**

**Loss or delay of privileges of-**

* Recess
* Field Trips
* Using objects or equipment
* Access to areas/programs

**Loss of freedom of interaction**

Denied interaction with other students (e.g. Recesses, Lunch Detention, Out of School suspensions, etc.)

**Restitution**

 Repair or replace objects

 Community/school service

**Individual Behavioral Contract**

Should the above consequences be ineffective indicated by the frequency of referral to the Administrator or the attitude of the student, and Individual Behavioral Contract will be put into effect. This will involve a conference with parents, student, teachers and Administrator. Individual Behavioral Contract may require the:

* attendance of the parents at school to ensure the required behavior
* involvement of the School Psychologist/counselor
* specific plan stating the behaviors needing amendment and the consequences of continued unacceptable behaviors
* signatures of the student, parent, all teachers and Administrator

The Violence Prevention programs are available as a resource for teachers to use in their classrooms.

 The goals of the program are:

1. To increase student’s ability to identify others’ feelings, take others’ perspectives, and respond emphatically to others.
2. To decrease impulsive and aggressive behavior in children through learning and practicing a self-instructional, problem-solving strategy, combined with behavioral social skills.
3. To decrease feelings of anger and encourage social problem solving in children through the recognition of anger warning signs and triggers and the use of anger-reduction techniques.

When a student is referred to the Administrator for good behavior/work as part of the Teacher’s Classroom plan, the student will receive any of the following consequences:

1. Verbal praise.
2. A special certificate or note.
3. A phone call to the parents.

**STUDENT DRESS**

The District encourages students to take pride in their attire as it relates to the school setting. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health and welfare of self and others.

 **(15)**

* Oversized clothing, extremely baggy clothing, improperly fitted clothing, or extremely short-shorts is not allowed. Pants and shorts must be worn on the waist; “sagging” is prohibited.
* Clothing shall not expose the chest, abdomen, genital area, or buttocks and shall be sufficient to conceal undergarments at all times. Mesh (fishnet) shirts, see through blouses and spaghetti strap tops are not permissible.
* Only tailored shorts (no cut offs) and skirts that are hemmed may be worn. Shorts must not be shorter than the tip of your middle finger when the arm is held along the side of the body and down the leg. Skirts cannot be any shorter than 5 inches above the knee.
* Bare midriffs and halter tops, with or without straps, are not acceptable. Tops must cover the top of the pants/skirts/shorts.
* **No flip flops.** In the interests of student safety, shoes must be worn at all times. Closed shoes are to be worn for any type of physical activity/PE unless the student engages in a special activity approved and supervised by the teacher.
* Jewelry shall not be worn if it presents a safety hazard to self and/or others.
* Profane or defamatory writing, clothing or jewelry is not acceptable.
* No bandannas of any color, size, or shape may be carried or displayed in any classroom or at any school activity. This also includes simulations of anything representing “colors”.
* No hats/hoods may be worn in a building, except for properly approved occupational safety headgear required for special classes.
* Any tattoos should be covered.
* Gang-related personalization is not permitted on hats/hoods, on items of clothing or on one’s person. This includes anything worn or carried on campus, including items with price tags attached.
* Obscene language or symbols, or symbols of drugs, tobacco, sex, or alcohol on clothing are expressly prohibited.

Exceptions for special activities or health considerations may be pre-approved by the Administrator.

The responsibility for implementing these regulations rests with the administrator. The administrator is authorized to adopt rules providing for the implementation and to make determinations regarding compliance with such rules and this directive.

**TRANSPORTATION/BUS SAFETY PROGRAM**

**If your Child is NOT riding the bus, please call 928-303-4253**

*Arriving at pickup point:*

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

*Board the bus:*

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

*Conduct on the bus:*

* The bus will not move until all passengers are seated.
* Remain seated throughout the trip and leave your seat only when the bus has reached its destination and comes to a complete stop. Keep all your books and parcels on your lap or put them under the seat or on the luggage rack.
* Keep the aisle clear and only discard trash in trash container.
* Avoid doing anything that may disturb or interfere with the driver.
* Refrain from loud or boisterous talking or yelling.
* Never stick hands, arms, head or feet out of the bus windows.
* Do not open the windows without the driver’s permission.
* Items are not to be thrown within the bus or out the window; you might injure a pedestrian or force a motorist to make a dangerous maneuver.
* Do not touch the emergency door or exit controls or any of the bus safety equipment.
* Eat at home or at school, but NOT on the bus.
* Follow directions/instructions of the bus driver promptly.

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*Prohibited items:*

* Tobacco or alcoholic beverages are not allowed on a school bus.
* Insects, reptiles, or other animals shall not be transported in a school bus. (A.A.C. R17-9-104)
* No weapon, explosive device, harmful drug, or chemical shall be transported in a school bus.

*Exit from 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 the highway:*

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

*Accident or other emergency:*

* In case of an accident or emergency, older students should help the driver to maintain and assist younger students.
* Stay in the bus unless otherwise directed by the driver.
* If you have to leave the bus, stay in a group and obey the driver’s instructions.
* Do not expose yourself or others to needless hazard.

**Summary:**

* The students of Cedar Hills School are very important to us. We trust and have confidence in our students.
* This Code of Behavior is aimed at encouraging students to increase their levels of responsibility.
* Students will be accountable for their actions and must accept the consequences of their behaviors.
* Please discuss this Code of Behavior with your children and keep it in a handy location for future reference.
* The student who comes from a home environment that is loving and safe, and who arrives at school healthy and well groomed, will be better able to meet the responsibilities and challenges with a positive outlook.

It is our hope that our parents will share the responsibility with the school of helping students to develop attitudes and skills that will remain with them throughout their adult lives, enabling them to be lifelong learners and productive citizens.

**In all cases, students will be dealt with according to the District School Board’s adopted guidelines.**

**GENERAL REMINDERS:**

**Contraband Items:** The following items **are not** to be at school without administrator permission due to the potential disruption of the educational environment: soda, candy, gum, headsets, I-Pods, games, TV’s, Palms, CD players/MP3’s, stereos/boom boxes, pagers/beepers/cell phones, laser pointers, knives/pocket knives, matches/lighters, toy/cap guns, weapons/simulated weapons, cigarettes/tobacco products, alcohol and drugs/drug paraphernalia. They will be confiscated and may **only be picked up by/returned to the parents/guardians.** Possession of contraband items may lead to further disciplinary action for failing to follow school rules. This may include suspension, expulsion, and police reports for disorderly conduct according the disruption caused by the item.

**Loss of Valuables:** Hackberry Elementary School District No. 3 is not responsible for any personal items/valuables that are brought on campus.

**Care of School Property:** Each student is expected to take pride in the physical appearance of our school. Teachers and students should be observant at all times to prevent damage or destruction of school property. Any marking or marring of school property should be reported to the office at once. Any student that is caught damaging or defacing school property will be subject to school discipline.

**Conduct on Trips:** The school and community are judged by many people on the basis of student conduct on school trips. Student conduct should be a source of pride for the entire community. Discipline rules and procedures apply at all times.

**Rules of Conduct during Programs, Events or Special Activities:** Refusal to cooperate in observance of these rules results in the loss of the privilege to attend these activities or other action as specified by the administrators.

1. The stage is off limits.
2. Do not stand in the entrance. Take a seat.
3. Please remain seated during performance to minimize distractions.
4. No food or drinks are to be taken into the gym or auditorium.
5. Appropriate behavior is expected at all times.
6. The discipline rules and procedures apply at all times.

**Removal from School Sponsored Activities:** A student can be removed from a school-sponsored activity if any of the discipline rules are broken. Disciplinary action will be taken as specified by school administration.

 **(17)**

**Student Performances, Exhibitions, Competitions**

Any student or group of students planning to give public performances representing the District shall first secure permission from the administrator.

**Student Fund-Raising 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 administrator.

**Student Using School Telephone**

Teachers are asked to discourage the use of the school telephone by students except in situations which have merit. A student asking to use the phone during class hours will have a note from his/her teacher.

**Lost And Found**

The school secretary/office manager will act as our lost and found agent for small personal items and money. All items of this nature that are lost or found should be reported to the office. Do not send or allow a student to go on a room-to-room search. Lost playground equipment and clothing items should be returned to the office. Students are not to bring expensive or nuisance items to school. The Administrator shall see that optimum use is made of curriculum guides. Teachers will adhere to the guides.

**Internet Usage Policy (AUP)**

Cedar Hills School has access to the World Wide Web and the Internet. For students to access these services, they must have the Internet user agreement properly completed, signed by the parents and returned to their teacher as well as the user permit completed by the appropriate school official. Students may not utilize these services without observing the above items. To do so could result in the loss of these resources. Please sign and return the form at the back of this handbook.

**HOMELESS EDUCATION POLICY:** See APPENDIX pg. 26

**PARENT INVOLVEMENT**

**Parent-Teacher Conferences:** Parent-teacher conferences provide opportunities to discuss your child’s progress and special needs with his/her teacher. Conferences are scheduled twice a year. It will help you and the teacher if you come to the conference with a list of specific questions that you would like to address. In addition to regularly scheduled conferences, teachers or parents may request a conference whenever needed.

**Open house:** An open house is scheduled in the early fall. This event gives parents the opportunity to visit their child’s classroom and see what their children are learning and learn about any new programs that are happening at the school.

**Parent Involvement Policy**: See APPENDIX pg. 23-25

**STUDENT RECORDS POLICY**

The use and availability of pupil records in the Hackberry Elementary School District #3 will comply with A.R.S. 15-141 which states in part: Pupil records are considered professional and confidential and shall be available under the following circumstances:

1. To the parent(s) or guardian(s) of the pupil unless parental rights have been severed by the court.
2. To the professional staff of the school district in which the information was obtained.
3. To another school, institution or agency in accordance with the written instructions of the parent(s) or guardian(S) to transfer the records.
4. To any state or federal agency, as long as such records do not identify the student and upon the approval of the local district’s school board.
5. To any other school or educational institution, which the student is attending or has applied for admission with respect to, grade transcripts.
6. To a pupil or person over the age of eighteen whose records are maintained by the school.

**CHILD CUSTODY**

In most cases, when parents are divorced, both mother and father continue to have equal rights where their children are concerned. If you have a court order limiting the custody, communication or visitation rights of one parent, please bring a copy to the school office. Unless the court order is on file at Cedar Hills School, we must provide equal rights to both parents.

**TITLE IX**

Hackberry Elementary School District #3 states its intent to comply with the spirit of the law and the regulations of Title IX, which prohibits discrimination on the basis of sex in education programs or activities that receive federal funds, extending to employment in and admission to such programs and activities. Questions concerning compliance with Title IX regulations should be referred to the Administrator.

 **(18)**

**STUDENT CONCERNS, COMPLAINTS AND GRIEVANCES**

Hackberry Elementary School District #3 has an adopted Board policy, JII-EB, which provides for students to file concerns, complaints and grievances. The policy specifies:

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

* Violation of the student’s constitutional rights,
* Denial of an equal opportunity to participate in any program or activity for which the student qualifies,
* Discriminatory treatment on the basis of race, color, religion, sex, age national origin, or disability,
* Harassment of the student by another person, or
* Concern for the student’s personal safety.

Provide that:

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

The guidelines to be followed are:

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

Any question concerning whether the complaint/grievance falls within this policy shall be determined by the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident.

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

**INTERVENTIONS/SUMMER SCHOOL**

**Interventions**

**WHO:** H.E.S.D. #3 Intervention Programs are designed to provide students additional opportunities to succeed. Students that require additional academic support to learn specific grade level skills.

**WHAT:** The curriculum is decided by a Highly Qualified Teacher**.**

**WHEN:** Decided by Cedar Hills Staff and agreed upon by parents/guardians.

**WHERE**: Cedar Hills School

**Inter-Sessions** Will be held during the first week of the two week break in the Fall & Spring. This will provide students who are falling behind in class or wish additional time to complete work.

**Summer School**

**WHO:** *Students by Invitation Only.* This Cedar Hills School Student Summer School Intervention program is designed to provide students additional opportunities to succeed academically. The program provides students who are falling behind to attend additional concentrated instruction aimed at getting our students up to grade level. Students who need additional opportunities will be identified by the classroom teacher no later than the 1st week of May. Teachers will send home a letter informing the parents and student how the Intervention will assist in the student’s progress.

**WHAT:** A teacher will conduct student intervention

**WHEN:** To Be Announced

**WHERE:** Cedar Hills School classroom

**WHY:** To allow students the opportunity to catch up to their classmates prior to the start of the next school year.

 **(19)**

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

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

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

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

**The Individuals with Disabilities Education Act (IDEA)** is federal law that protects the rights of students with disabilities. In addition to standard school records, for children with disabilities education records could include evaluation and testing materials, medical and health information, Individualized Education Programs and related notices and consents, progress reports, materials related to disciplinary actions, and mediation agreements. Such information is gathered from a number of sources, including the student’s parents and staff of the school of attendance. Also, with parental permission, information may be gathered from additional pertinent sources, such as doctors and other health care providers. This information is collected to assure the child is identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal special education laws.Each agency participating under Part B of IDEA must assure that at all stages of gathering, storing, retaining and disclosing education records to third parties that it complies with the federal confidentiality laws. In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements.

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

|  |  |
| --- | --- |
| Family Policy Compliance OfficeU.S. Department of Education400 Maryland Avenue, SWWashington, D.C. 20202-5901 | Arizona Department of EducationExceptional Student Services1535 W. Jefferson, BIN 24Phoenix, AZ 85007 |

This notice is available in English and Spanish on the ADE website at [www.ade.az.gov/ess/resources](http://www.ade.az.gov/ess/resources) under forms. For assistance in obtaining this notice in other languages, contact the ADE/ESS at the above phone/address.

 **(20)**

**STUDENT RECORDS**

**DESIGNATION OF DIRECTORY INFORMATION**

During the school year, District staff members may compile non-confidential student directory such as:

The student’s name, date and place of birth, address, telephone number, grade, school of attendance, most recent school attended, diplomas, awards and honors received, major field of study, and record of participation in officially recognized activities (sports and school events), such as weight, height and team number.

According to state and federal law, this directory information as identified above may be publicly released without permission of parents. However, if you *do not* wish any or all of the above information released about your son/daughter, you may so request by signing the form at the bottom of this portion and returning it to the Administrator within 10 days. If this notification is not received, we will assume that your permission is given to use your son’s/daughter’s directory information as described above.

TO: Administrator

I do not wish to have the following information concerning \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designated as directory information: (student’s name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Parent Signature Date

**STUDENT HANDBOOK REVIEW**

Dear Students,

 Our main purpose, as a school, is to help you learn and grow as much as you can in a place that is safe for you physically and emotionally. Our responsibility as a staff is to be clear about what you are expected to do. Also, we are responsible to enforce the rules. Your responsibility is to make decisions and live with the consequences of your decisions. Part of growing up is learning to be responsible for your own behavior.

 Please read the student handbook with your parents so you know what’s expected and how things work. Please sign below and have your parents sign it, too. Return this to your classroom teacher, who will forward it to the office to be kept on file. Thank you for your cooperation and sharing responsibility.

Very truly yours,

Cedar Hills School Administrator

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

Student Signature Date Parent Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

Teacher Signature Date

**\*Please return this page to the school to be kept on file in the office.**

***S/Y 2021-22***

**Student Commitment**

I, the student, fully commit to the Motivational Plan in the following ways:

* I will arrive at school every day to school on time (Monday – Thursday), or board a school bus at the correct time.
* I will always work, think and behave in the best way I know how, and I will do whatever it takes for me and my fellow students to learn.
* I will complete all of my homework every night, and I will raise my hand and ask questions in class if I do not understand something.
* I will always make myself available to parents and teachers, and address any concerns they might have. If I make a mistake, I will tell the truth to my teachers and accept responsibility for any actions.
* I will behave so as to protect the safety, interests and rights of all individuals in the classroom. I will always listen to all my school teammates and give everyone my respect.
* I will follow the school dress code.
* I am responsible for my own behavior, and I will follow the teachers’ directions. Failure to adhere to these commitments can cause me to lose various school privileges and can result in my failing the Motivation Plan.

**Student Print Name:**

**Student Signature:**

**Parent/Guardian Commitment**

We fully commit to the Motivational Plan in the following ways:

* We will make sure our child arrives at school every day on time (Monday – Thursday), or boards a school bus at the scheduled time.
* We will always help our child in the best way we know, and we will do whatever it takes for him/her to learn.
* We will check our child’s homework every night.
* We will try to read with him/her every night.
* We will always make ourselves available to our children and the school and address any concerns they might have.
* We will notify the teacher/school as soon as possible if our child is going to miss school.
* We will carefully read any and all papers that the school sends home to us.
* We will allow our child to go on school field trips when we find them appropriate for our child.
* We will make sure our child follows the school dress code.
* We understand that our child must follow the school rules so as to protect the safety, interests, and rights of all individuals in the classroom. We, not the school, are responsible for the behavior and actions of our child. Failure to adhere to these commitments can cause my child to lose various school privileges.

**Child’s Name:**

**Parent Print Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*Please return this page to the school to be kept on file in the office.**

***S/Y 2021– 2022***