# Cochise School District

“A Great Place to Learn”

Student Handbook

2016-2017

**ABSENCES AND TARDIES**

 To be admitted to school, after an absence, it is necessary to provide either a note or a phone call to the office from your parent/guardian with an excuse for your absence. You must report to the office for an admit pass.

 Each time a student is tardy to class, he/she will provide a written excuse from a teacher, parent or the office.

**ABSENCE (EXCUSED\*) MAKEUP POLICY**

 In order for an absence to be considered excused, it must comply with the district guidelines. There will be makeup available for work missed during an excused absence. The student will receive no grade for class participation for days missed due to an excused absence. All tests and assignments missed due to an excused absence will be due not more than 7 days from the day the missed work was originally due. (i.e., Work/Test was due and missed for an excused absence on Friday, Oct. 1, would be due on or before Friday, October 8).

**ABSENCE (UNEXCUSED\*) MAKEUP POLICY**

 There will be no makeup available for work missed during an unexcused absence. The student will receive a “0” for all class participation, tests and/or assignments missed due to an unexcused absence.

\* The State of Arizona does not distinguish between excused and unexcused absences. The necessity of excused/unexcused refers to the makeup policy only.

**ACCIDENT PROCEDURE**

Every accidentin the school building or on school grounds must be reported immediately to the main office. Accidents occurring during school-sponsored activities will be reported as soon as possible. Teachers and coaches must fill out an accident report form available in the office.

 Except for most minor injuries, the Administrative Assistant or the Superintendent will attempt to contact parents or, if parents are not available, the responsible person designated by parents on the student’s emergency card in the office. When immediate medical attention seems advisable but not urgent, parents or the person on the emergency card will be asked to pick up the student from school. Medical emergencies will be referred immediately to the health center.

 School personnel are asked to take precautions to protect themselves and others from exposure to HIV antibodies - commonly known as AIDS. Because of confidentiality, no one is allowed to disclose the name of a person(s) with the AIDS virus and there is a severe penalty for doing so. School staff will protect themselves by following these procedures when dealing with body fluid spills and have viewed the blood pathogens video:

 1) Wear latex gloves before helping the bleeding person.

 2) Handle all body fluid spills (blood, urine, feces, vomit, or saliva) with latex gloves.

 3) Disinfect any body fluid spills with a mixture of one part bleach to ten parts water.

 4) Double bag all body fluid spills including the used latex gloves and label the bag.

 5) Cleanse hands and any surfaces exposed to the body fluid spills.

**ACTIVITY RULES**

 In order for a club, class, or organization to sponsor an activity, the Superintendent must approve it first.

 Any students wishing to invite guests during the school day or to school activities who are not students at Cochise District School must obtain permission from the Superintendent.

 Any student, who comes to a school function under the influence of, or in possession of illegal substances or alcohol, or weapons, will be suspended from school according to the disciplinary procedures outlined in this handbook. Guests under the influence of drugs or alcohol will not be admitted to any school function.

**AFFIRMATIVE ACTION POLICY STATEMENT**

 Cochise School District ensures equal employment and educational opportunities regardless of race, sex, color, national origin, marital status, religion, age or handicap. Cochise Elementary School District is in full compliance with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and P.L. 101-336 Americans of 1992 and intends not to discriminate on the basis of handicap in any of its employment practices and educational programs.

**AFTERSCHOOL DETENTION**

 Cochise ESD will be having after school detention on Tuesdays and Thursdays from 3:00-4:00 p.m. The Superintendent will notify the students and parents of their assignment. Busing will be provided to Keiller Park in Willcox and Wynn Chapel in Cochise. Students will only be excused from after school detention by the Superintendent for non-reschedulable activities (ie: dentist, doctor, etc.)

#### ATTENDANCE

 Laws of the State of Arizona specify that parents have the primary responsibility for ensuring the attendance of their children at school. The law further states that students shall be regular and punctual in their attendance. The attendance procedures are designed to assist parents in carrying out their responsibility, to help students recognize the importance of regular and prompt school attendance as it relates to school progress and to promote the safety of students by knowing their whereabouts during the school day. Consistent with Arizona state law, students will attend and be punctual to regularly scheduled classes unless officially excused. **Attendance and punctuality are skills which prepare children for the future.**

Excused Absences or Tardies\* Unexcused Absences/Tardies

1. Any personal illness\* 1. Truancy (skipping school)

2. Illness in the family\* 2. Leaving school grounds without

3. Family subsistence activities which permission

 have been requested in advance\* 3. Over-sleeping

4. Death of a relative or other family emergency\* 4. Showering

5. Observance of religious holidays\* 5. Baby-sitting or caring for siblings

6. Funeral with parent’s approval\* 6. Absences resulting from

7. School-sanctioned activities which suspension

 necessitate student’s absences- i.e. 7. Any absence/tardy without

 sports\* a note or call from home

\*MUST HAVE VERIFICATION BY NOTE OR PHONE CALL FROM HOME

 When a student is absent, a parent/guardian should notify the school by 8:30 A.M. A note must be brought in stating the reason for the absence when the student returns to school.

 For early dismissal, a student must receive approval of the Superintendent before leaving school. In the case of professional appointments or dismissals at the requests of the parent/guardian, a note, which indicates the reason for dismissal signed by a parent, should be presented to the homeroom teacher in the morning.

 Students who are tardy to school in the morning must report to the office before proceeding to class.

#### ATTENDANCE POLICY

 Class participation is an integral part of successful learning and is essential for meeting course requirements.

 Absences for the following reasons are not counted for each semester:

 1) Absences or verified professional appointments (doctor, dentist)

 2) Absences due to illness that are documented by a note from a physician

 3) School sponsored trips & activities

 4) Cases in which the attendance policy has been waived by a student’s IEP

 5) Absences due to a death in the family, serious illness of a family member or other extreme emergencies

 6) Absences for personal or educational purposes that have been approved by the

 Superintendent

 7) Absences for observance of a recognized religious holiday

 The normal penalties for truancy will be imposed when appropriated. Parents will be notified of attendance problems on the eighth absence, and on the eleventh absence. Students are responsible for keeping their own account of the total number of days they miss during a semester. Students missing more than ten days per year may be considered for retention.

**BUS RULES**

 Use of bus transportation is conditional upon proper conduct and the observance of bus rules. Drivers are in full charge of their buses and are authorized to enforce bus rules. Safe transportation of riders is of primary importance. Teachers and coaches have full authority to discipline unruly riders on field and athletic trips. Riders should be courteous and cooperative at all times and should follow the rules listed below. Bus drivers can assign seats.

When meeting the bus:

 1) All riders must be on time. Drivers will stop, look for riders and wait for those who are within view of the driver.

 2) Riders walking on the road should always walk on the left, on the shoulder of the road facing traffic.

 3) Riders should walk, not run, when crossing the road.

 4) Riders must not run alongside or crowd the bus when it is coming to a stop to pick up students.

When on bus:

 1) Riders shall obey the driver, who has full authority to maintain order.

 2) Riders shall not extend arms, legs, or heads out of bus.

 3) Riders shall go to their seats without crowding or pushing and remain seated when the bus is in motion.

 4) Riders shall not tamper with the emergency door or any part of the bus.

 5) Riders will not mark or deface the bus. Damage done to seats or other equipment must be paid for by the student.

 6) Riders may open windows only with the permission of the driver.

 7) Riders shall not fight or scuffle in the bus or create any disturbance.

 8) Riders must not throw any object within the bus or out of the bus.

 9) Riders must not shout at other students, at pedestrians, or other vehicles.

 10) Prior to getting off the bus, riders will remain seated until the bus stops. All riders will sit on seats at all times.

 11) Riders may not put objects such as lunch boxes or equipment in the aisle.

 12) Riders getting off the bus (if they must cross the road) will go to the front of the bus and cross only after the driver signals that there is no oncoming traffic.

 13) Riders shall not use radios or tape players on the bus. Riders may use headset for field trips only with teacher permission.

 If the rider’s behavior is unacceptable as outlined in these rules, the drivers may issue verbal and written warnings, contact parents, or, after discussion with the Superintendent of school, suspend a rider from bus transportation for up to a week. A rider who is suspended from bus transportation a second time may lose the privilege of using the bus.

ADDITIONAL BUS RULES

1. Obey the directions of the bus driver.
2. Keep your voice low.
3. Stay in your seat.
4. Keep your hands and feet to yourself.
5. No food or drinks are permitted. (except water)

**Child Find**

 Screening and referrals for children aged birth through five years of age, who may have disabilities or significant developmental delays, is available for children within the geographical boundaries of the Cochise School District.

 These services are provided through Child Find. Child Find is a federally-mandated screening program.

 Parents or guardians of such children are invited to call Cochise School at (520) 384-2540 to arrange an appointment for a free Child Find screening.

Computer Policy-student use

No downloading

No e-mail

No games unless approved by teacher

Student may be suspended for infraction of these policies.

#### Discipline - Arizona Law Relating to Students

 This is to inform you that in Arizona schools, communicating a threat is a crime. The legislature passed A.R.S. § 13-21-1 which provides that any student who, with the intent to terrify, threatens to cause physical injury or serious damage to property, or intimidates another person, by word or conduct, is guilty of a class 1 misdemeanor. If the intent of the threat is to cause the other person to participate in a criminal street gang, the criminal becomes a class 4 felony.

 The law defines the following as threatening behaviors:

● threatening to commit any of the following while intending to cause, or with reckless disregard for causing, interference with a disruption of an educational institution:

 ○ Physical injury to a school employed or student attending the school;

 ○ Damage to any educational institution or its property;

 ○ Damage to the school property of a school employee or student attending the school.

 In addition, it is a class 1 misdemeanor, and grounds for expulsion to:

● knowingly go to or remain on the property of any school either (1) for the purpose of interfering with or disrupting lawful use of school property, or (2) in any manner that actually does deny or interfere with law use of the school property.

● knowingly refuse to obey a lawful order by the administration of a district or a school (or a designee) to leave school premises, when the administrator or designee has reasonable grounds to believe that the person ordered to leave disruption of the use of school property.

In order to comply with the new law, the district will report all threat violations to the police. These threatening behaviors also require that the student may be considered for expulsion. The district intends to modify expulsion requirements and will deal with student discipline on a case-by-case basis.

 Students who are enrolled in special education will be affording the protections of the individuals with Disabilities Education Act.

**DISCIPLINARY PROCEDURES - GRADES K-4**

 Classroom teachers administer routine disciplinary measures when appropriate. In cases of repeated misbehavior, parents will be contacted (see Discipline and Consequences Matrix). In instances of severe misbehavior, children will be sent to the Superintendent. Youngsters may be placed on suspension and/or may be taken home by parents for the remainder of the day.

**DISCIPLINARY PROCEDURES - GRADES 5-8**

 The minority of students who violate school rules must expect consequences for their inappropriate actions. Extreme misbehavior will result in suspension from school.

 The Superintendent may suspend a student up to ten days when, in the judgment of the Superintendent, a student’s behavior warrants suspension. The administrator will provide the students with the following due process protection:

A) Prior to suspension the Superintendent must:

 1) Inform the student orally of the charge against him/her with a follow-up in writing to the parents/guardian

 2) Inform the student if the basis of the charge - names of witnesses need not be revealed

1. If the student denies the charge, the Superintendent must give the student an opportunity to tell his/her side of the story. A student may appeal a suspension decision to the Superintendent or the School Board. A suspension will not be delayed during the appeal proceeds.

B) If the presence of the student in the school or on school property, (in the

 opinion of the Superintendent), poses a continuing danger to persons or

 property or an on-going threat of disrupting the academic process or

 school function the Superintendent may:

1. Suspend the student immediately for ten school days or less and exclude him/her from all extra-curricular activities from the time of suspension to 11:59 PM of the last day of the suspension period

2) Comply with the provisions of section A. above

 Students suspended for the third time in a school year must apply in writing to the Superintendent for re-admission to school. The Superintendent may require the student to meet with the School Board for expulsion from school for the remainder of the year. The Superintendent must report the suspension to the parents or guardian in person or by telephone as well as in writing, and meet with the parents prior to readmitting the student to school.

 The School Board has the sole authority to expel a student from school (Policy JKE Student Expulsion). The following due process will be followed:

1) An expulsion hearing, by the School Board, will be held within a reasonable period of time after the suspension.

2) The student may be represented by an attorney.

3) The student is entitled the

 a) names of witnesses against him/her

 b) copies of statements and affidavits of the witnesses

 c) the right to testify and produce witnesses on his/her behalf

4) A record of the hearing procedures shall be kept and copies made available to the student at the student’s expense.

5) The hearing will be held with all reasonable speed.

6) The Board of Education will consider a student’s request that any written entry regarding the incident be expunged from the student’s school record.

7) A student may appeal the decision made by the School Board to the

 courts.

**DISCIPLINE AND CONSEQUENCES MATRIX**

 Grading policy – Students who are not completing class work or homework will be given lunch detention and could lose all privileges. All students must maintain a C average in all classes in order to stay eligible for all extracurricular sports activities.

 Students who are constantly having behavior problems will also lose out special privileges, including the following: field trips, lunch recess, fun activities and special privileges.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Reason for discipline | 1st offense | 2nd offense | 3rd offense | 4th offense |
| Any and all items without an asterisk on the matrix | Warning | Parent contact | Lunch detention | Referral – See School discipline matrix |
| Any other minor behaviors | Warning | Parent contact | Lunch detention | Referral – See school discipline matrix |
| All behaviors with an asterisk on the school’s matrix | Referral – See school discipline matrix | Referral – See school discipline matrix | Referral – See school discipline matrix | Referral – See school discipline matrix |

**DRESS AND PERSONAL GROOMING**

 Pupils who arrive at school without proper attention to personal cleanliness or neatness of dress may be sent home to properly prepare for school.

 1) All students shall be neat, clean, and attired appropriately for school.

 2) No sunglasses, hats, caps, or bandannas may be worn inside the school building except when entering or leaving the building or during special approved events.

 3) No clothing may be worn that displays offensive language, advertises or promotes alcohol, drugs, or lewd behavior, reveals parts of the torso, is excessively ragged or sexually suggestive, or is torn in the seat or crotch. With the exception of physical education classes, spandex is not appropriate outerwear during regular school hours.

 4) Students are not allowed to attend school with bare feet.

 5) Specific groups may set additional dress requirements for special occasions or activities such as field trips.

 6) Demonstrations of physical affection and unnecessary physical contact are inappropriate in a school setting and will not be allowed.

 7) Students will not be permitted to use portable music systems during school hours they may on field trips with teacher’s permission.

 8) Hair is to be orderly - no colored hair or mohawks in conjunction with teacher demands, and not colored for occasions such as Halloween.

1. No more piercing or spiked jewelry anywhere on the face and/or exposed areas of the body except the ears. No chains are allowed or any other recognized gang symbols or accessories.

**EDUCATIONAL PHILOSOPHY**

 The purpose of the Cochise School District educational system is to prepare the youth of our community for useful and meaningful futures by taking each pupil where he or she may be and developing each to his/her fullest potential within a healthy and safe atmosphere. To realize this goal, this district recognizes the following responsibilities:

1. To provide the fundamental and traditional aspects of education; as well as apply critical thinking skills to daily life.

 2) To encourage the development of self-discipline, responsibility, and self-esteem.

 3) To train our youth in the process of logical thinking so that they are able to make reasonable, rational choices and judgments throughout their lives.

 4) To provide role models that students can respect and emulate, and to foster awareness of and the creation of a realistic value system.

 5) To stimulate a desire for continued growth on a personal, educational, and vocational level.

**Gifted Program Introduction**

 The Cochise School District is committed to special education for gifted students to help them develop their extraordinary abilities and recognizes that gifted students in this district have unique values, needs, and talents. The program for gifted students is designed to aid in the optimum development of their intellectual, emotional, and social abilities and to honor the diversity among the identified gifted students through the provision of varied placement options and differentiated and more challenging curriculum.

 The Arizona Academic Standards 2000 form the foundation of curriculum for all district programs. Modifications made in the curriculum for gifted students will ensure that students have mastered the standards and will provide extensions for students to meet or exceed the standards at the highest level.

**Definition of Giftedness and Population Description**

Students with exceptional abilities and talents are found in all cultural and linguistic groups, in all economic levels, in all geographic areas of the state, in all domains of intelligence and in groups of individuals who also have disabilities. The official definition of “gifted child” is found in Arizona Revised Statute § 15-761.71.

“Gifted child" means a child who is of lawful school age, who due to superior intellect or advanced learning ability, or both, is not afforded an opportunity for otherwise attainable progress and development in regular classroom instruction and who needs special instruction, or special ancillary services, or both, to achieve at levels commensurate with his intellect and ability.” (A.R.S. 15-761.7)[[1]](#footnote-1)

 Although each gifted student is unique, gifted students do have some characteristics in common. They usually are swift and efficient learners, may make intuitive leaps, quickly sense patterns in information, ask themselves questions about perceived patterns in order to understand them, and form connections among stored concepts and related bits of new information to modify their existing knowledge base. In their area of interest, they are able to construct clear mental maps that organize concepts efficiently; they are able to think flexibly about new possibilities, and they thrive on questions and problems that have a wide range of possible answers instead of those that have one correct answer.

 Gifted students develop asynchronously. This means that they are intellectually advanced in one or more areas, yet may have difficulties or be very average in other areas. Their motor skills may or may not match those of other same age children. The same is true for social skills. In addition, social skills may be advanced. Young gifted children progress through developmental milestones more rapidly, and sometimes prefer to associate with older children or adults who are more likely to understand their vocabulary and the complexity of their ideas.

 One important point is that gifted students of the same age are not alike. There are differences between moderately gifted, highly gifted, and profoundly gifted students that may require as much curriculum differentiation within the group as is necessary between moderately gifted students and their non-gifted peers. Program modifications for gifted students must be sufficiently varied and flexible that these students can be provided challenging learning experiences and appropriate resources.

**Screening, Identification and Placement**

 Early identification is essential for the intellectual and emotional health of gifted children because it enables early intervention. Consequently, the governing board of Cochise School District has adopted a multifaceted approach to screening and identification of gifted learners. Prior to being given tests to determine gifted program eligibility, all students who are nominated for gifted assessment will be given routine hearing and vision screening tests.

* Young children may be nominated for a gifted program by parents, guardians, preschool teachers, or other community members.
* Students currently enrolled in district schools may be nominated by parents, teachers, or peers. They may also nominate themselves.
* Students who score at or above the 95th percentile on any section of a standardized achievement test will qualify for further testing.

 Nominated students will be assessed with one or more tests from the Arizona State Board of Education Approved Test List. Students will be tested in verbal, quantitative and non-verbal areas.[[2]](#footnote-2) Students who score at or above the 97th percentile on any of these three sections of the test, or have a full composite score above the 97th percentile, will be offered placement in the gifted program. Alternative assessment measures, portfolio data and other informal evaluation data may be used to augment formal assessment processes.

 The Gifted District Coordinator will analyze the results of the screening and testing processes and make recommendations for placement in one of the following: 1) ability-grouped classrooms, 2) cross-grade cluster groups, 3) acceleration into a higher grade or single subject acceleration, 4) a combination of placement in a regular classroom for work in some academic areas and placement at a higher grade level in the area(s) of academic strength, 5) self contained classes, or other combinations of these options. Middle school programs will offer advanced placement classes along with other age appropriate options.

 For highly gifted and profoundly gifted students, the district coordinator will work with parents to provide advanced alternatives to the gifted curriculum. Alternatives may include enrollment in a college or university. School district personnel will provide both academic and personal/social guidance or counseling services related to advanced learning opportunities for gifted students, and their parents.

**PROGRAM FOR GIFTED STUDENTS**

**Mission Statement**

 Appropriate curriculum for gifted students must be **qualitatively different** from the regular school program. As the governing board and staff of Cochise School District are committed to the encouragement of excellence and optimal talent development among gifted students, the district has developed a comprehensive program of educational interventions to meet the needs of our gifted students.

* Appropriate modifications must be made in the following four areas: (1) learning environments, (2) complexity and organization of content to be mastered, (3) learning and thinking processes to be emphasized, and the (4) quality and variety of the products that students will create to demonstrate mastery.
* Evaluation and assessment of student products must be tied to: criteria established through rubrics, standards of excellence, and program goals. Products will be evaluated by the teacher.
* A continuum of services must be provided to enhance the unique potentials of each gifted student.
* Articulation of services must be provided to connect program options sequentially from one grade to the next.

# Parent Involvement in Gifted Child Education

 The Governing Board and administration of Cochise School District have adopted the following procedures to promote cooperation between parents of gifted children and district staff.

#  As specified in Arizona Department of Education Rule 7-2-406.3.a, parents or legal guardians of students shall be provided the following information:

**Definition of a Gifted Child**

 “Gifted child" means a child who is of lawful school age, who due to superior intellect or advanced learning ability, or both, is not afforded an opportunity for otherwise attainable progress and development in regular classroom instruction and who needs special instruction or special ancillary services, or both, to achieve at levels commensurate with his intellect and ability.” (A.R.S. § 15-761.7)

##### Services Mandated for Gifted Students by the State of Arizona

 *The governing board of each school district shall provide special education to gifted pupils identified as provided in section 15-770. Special education for gifted pupils shall only include expanding academic course offerings and supplemental services as may be required to provide an educational program which is commensurate with the academic abilities and potentials of the gifted pupil. (A.R.S.§15-764-C)*

##### Services Available from the Cochise School District

 This scope and sequence will be available to view during regular business hours at the business office of Cochise School.

**Written Criteria for Referral, Screening, Selection, and Placement**

 Copies of referral and nomination forms will be available at the Cochise School business office. These forms will be provided to all parents or guardians upon request for gifted students. The process of referral, screening, selection and placement is described in this scope and sequence.

#  Forms and letters will be available in English; translation services or translated print materials will be made available for parents or guardians whose primary language is other than English.

**Time Allocations for Services**

 Duplication of forms may take no more than 45 days after the request is made. A reasonable fee for duplication may be charged by the district.

**Testing Procedures**

 Before administering tests to students who are suspected of being gifted, students will be given routine vision and hearing screening exams. CochiseSchool District will administer one or more state-approved tests periodically and at no less than three regular intervals throughout the year.

 As a part of the nomination/referral form, parents will be given an opportunity to grant or withhold permission for testing. Nomination/referral forms and information letters to parents will be printed in English; translation services or translated print materials will be made available for parents or guardians whose primary language is other than English.

**Notification of Testing Results**

 Cochise School District will send letters to parents or guardians of tested students, at their address of record, within 30 days after eligibility determination, to report test results and placement decisions. Letters will be written in the home language of record for those individuals who do not speak English.

 If a parent or legal guardian requests an explanation of test results, Cochise School District will set up an appointment for the parent or legal guardian with a professional staff member qualified to explain test results.

**Notification of Placement**

 A letter, in the home language of record, will be sent to parents or legal guardians of all tested students to notify them of the placement decision made by the Cochise School District committee. A description of the services recommended for the student will be provided. Parents or guardians will be given the opportunity to grant or withhold permission for placement in the recommended program. At the request of parent or legal guardian, an appointment will be set up with a member of the professional staff who is able to provide further information.

**GRADE PLACEMENT**

 All recommendations for promotion or retention will be discussed with the parents/guardian. Children will be promoted except in cases where the teacher(s) and Superintendent decide that retention will be of greater benefit to the individual student. Grade placement of students within the school shall be the responsibility of the Superintendent.

**GRADING PROCEDURE**

 The basis for grading student performance is the teacher’s evaluation of the quality of student work in a given subject. A student must achieve at least a 70 in order to earn credit for a subject. Letter grades correspond to the following numerical grades are used for permanent records and transcript.

 A=90-100 B=80-89 C=70-79 D=60-69 F=0-59

 Progress reports are sent home four times each year. Please note the dates for these reports listed on your school calendar. Report cards follow the same guidelines.

 At the end of each 9 week semester an Honor Roll is published recognizing those students who have done exceptional work during the previous quarter. The Honor Roll is divided into High Honors for those students earning A’s in all subjects and Honors for those students earning A’s and B’s in all subjects.

**GUM CHEWING/CANDY**

 Gum and candy is prohibited during school hours.

**GYM RULES**

 Only sneakers may be worn for gym activities. No food or beverages are allowed in the gym during the school day, except at lunchtime. Use of the gym after lunch is a privilege which may be withdrawn at the discretion of the Superintendent. Hanging on the rim, heaving balls in the direction of the lights or scoreboards, and other misuse of equipment may lead to the loss of gym privileges. See sports Manual for further information.

 For our competing sports teams, students for the teams will be selected by the coaches, and will be cut by the coaches and/or administration as based on a student’s effort, attitude, disciplinary actions, and most importantly academic needs. There will be a separate P.E. period for those not in sports.

**HARASSMENT**

 Cochise Elementary School District recognizes the right of each employee and student to work and learn in an atmosphere free of intimidation, ridicule, hostility, and offensiveness. To ensure such an atmosphere, school employees will not engage in the harassment of students, students will not harass school employees, and students will not harass other student.

 Harassment is abuse based upon race, color, sex, religion, national origin or handicap. Actions of this nature are both a violation of this policy and constitute illegal discrimination under state and federal laws.

 Examples of prohibited harassment:

 1) Unwelcome sexual advances, gestures, comments or contact

 2) Threats which imply physical or emotional abuse inappropriate to an educational setting

 3) Offensive jokes

 4) Ridicule, slurs, derogatory actions or remarks

 Students or staffs who believe that they are victims of harassment should report such occurrences to the Superintendent. The teacher shall advise the person who has allegedly been harassed of the options available to the person. These could include a Title IX civil action; a formal request for discipline to the Superintendent, or the school board; or by filing a complaint to the Director of the U.S. Office of Civil Rights, Department of Education, Washington, D.C.

**HOME INSTRUCTION**

 Provision may be made for instruction at home for children by reason of illness, accident or other circumstances. If such instruction is necessary, contact the school Superintendent.

**IMMUNIZATIONS**

 Subject to the exemptions as provided by law, immunization against diphtheria, tetanus, pertussis, poliomyelitis, rubeola (measles), mumps, rubella (German measles), hepatitis B, haemophilus influenzae b (Hib), and varicella is required for attendance of a student in school.  A student who fails to comply with the immunization schedule shall be suspended from school attendance until documentary proof of compliance is provided.

**INSURANCE**

 All students participating in extra-curricular or co-curricular activities must purchase school accident insurance or provide proof that the student is covered by a family health insurance policy.

**LEAVING SCHOOL GROUNDS**

 Permission from the Superintendent or Administrative Assistant is required to leave school grounds during school hours. This is a severe infraction and may result in the suspension of those involved.

##### LIBRARY

 The Cochise School library is a center for learning and creative energy. The library contains sections for elementary, secondary school volumes, a reference book area, a magazine rack, and areas for reading large books, and maps and computers.

 Library rules - Most books may be borrowed for two weeks. Reference Books do not leave the library. With the librarian’s permission, a reference book may be signed out to use in a classroom. Students must enter the library in a quiet and orderly manner. The students should speak softly whenever using the library. No food is allowed in the library.

**LOCKERS**

 Lockers are school property and may be searched with probable cause at any time. Back packs may be searched for probable cause.

**MAKE-UP POLICY**

 When a student misses assignments due to an absence, it is the student’s responsibility to make arrangements with teachers for makeup work. Individual teachers set their own makeup requirements; but as a minimum, students should have one day to make up work for every day absent. Students who are absent one day and miss an exam should make that exam up on the day of return.

**MEDICATION**

 If a student needs to take medicine during school hours, the office must be notified. The medication needs to be sent to the school Administrative Assistant in a clearly labeled container with the student’s name, name of the medication, exact dosage, and the time it should be taken. This will allow for students to take needed medication with appropriate supervision. State regulations FORBID school personnel from dispensing pain killers such as aspirin or Tylenol. Please refer to the Board Policy Manual JLCD.

**NONDISCRIMINATION NOTICE**

 Cochise Elementary School District No. 26 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding nondiscrimination policies:

 Karl O. Uterhardt, Superintendent

 PO Box 1088

 Cochise, AZ 85606

 (520) 384-2540

**NO SCHOOL ANNOUNCEMENT**

 All notifications will be made through Power Announcement. A username/password is necessary to set your preferences for email, voice and text messages for school notifications. This section is located under the Parents tab, PowerSchool parent login.

**PARENT CONFERENCES**

 Regular parent/teacher conferences are scheduled; however, at anytime during the school year, parents are encouraged to contact the office to make arrangements for individual conferences. Parent teacher conferences may also be scheduled by calling the school office at 384-2540.

**PARENT POLICY**

 The District has adopted the following parent policies to ensure all parents have the opportunity to be involved in their child’s educational program in the following ways:

1. All parents are invited to attend meetings for in-put on decisions concerning parent involvement activities, school wide plans, and educational programs.
2. All parents will receive a copy of the school report card; school Stanford 10/AZ MERIT assessment results, progress reports, etc.
3. Parents will share the responsibility of HIGH STUDENT ACADEMIC ACHIEVEMENT in the following ways:
	1. Participate in the school reading compact/contract
	2. Attend parent teacher conferences.
	3. Monitor child’s school attendance
	4. Monitor child’s homework completion
	5. Volunteer and participate in classroom and/or school.
4. Support a partnership among the parents/guardians and the community to improve student academic success in the following ways:
	1. Utilize parent involvement assessment as a major communication link between home, school, and the community.
	2. Coordinate and integrate parent involvement programs and activities with all academic areas.

**REMOVAL FROM CLASS**

 A student who is asked by a teacher to leave class for disciplinary reasons will report directly to the Superintendent.

**RIGHTS OF HOMELESS STUDENTS**

Cochise Elementary School shall provide an educational environment that treats all students with dignity and respect. Every homeless student shall have access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless children, youth, and unaccompanied youth, applied to all services, programs, and activities provided or made available.

A student may be considered eligible for services as a “Homeless Child or Youth” under the McKinney-Vento Homeless Assistance Act if he or she is presently living:

* In a shelter, temporary shared housing, or transitional living program
* In a hotel/motel, campground, or similar situation due to lack of alternatives
* At a bus station, park, car, or abandoned building
* In temporary or transitional foster care placement

According to the McKinney-Vento Homeless Act, eligible students have rights to:

**Immediate enrollment**: *Documentation and immunization records cannot serve as a barrier to the enrollment in school.*

**School Selection**: *McKinney Vento eligible students have a right to select from the following schools:*

* The school he/she attended when permanently housed (School of Origin)
* The school in which he/she was last enrolled (School of Origin)
* The school in the attendance area in which the student currently resides (School of Residency)
* In Maricopa County, Thomas J. Pappas School

**Remain enrolled** *in his/her selected school for the duration of homelessness, or until the academic year upon which they are permanently housed.*

**Participate in programs** *for which they are eligible, including Title I, National School Lunch Program, Head Start, Even Start, etc.*

**Transportation Services:** *A McKinney-Vento eligible student attending his/her School of Origin has a right to transportation to and from the School of Origin.*

**Dispute Resolution**: *If you disagree with school officials about enrollment, transportation, or fair treatment of a homeless child or youth, you may file a complaint with the school district. The school district must respond and attempt to resolve it quickly. During the dispute, the student must be immediately enrolled in the school and provided transportation until the matter is resolved. The Homeless Liaison will assist you in making decision, providing notice of any appeal process, and filling out dispute forms*.

For more information, refer to <http://www.ade.az.gov/asd/homeless/> or contact:

*Brad Smith*

*Homeless Liaison*

*Cochise Elementary School*

*5025 N. Bowie Ave., P.O. Box 1088*

*Cochise, Arizona 85606*

*(520) 384-2540*

*Mattie McVey*

*Homeless Education Coordinator*

*Arizona Department of Education*

*1535 W. Jefferson Street*

*Phoenix, AZ  85007*

*(602) 542-4963*

*mmcvey@ade.az.gov*

**SCHOOL PROPERTY**

 The school building and its contents exist for the sole reason of providing students with a safe, comfortable, and pleasant environment in which to learn. Youngsters are not to mark on desks, walls, and other parts of the building. Teachers and students should report any damage to the building or grounds to the office. Litter is to be disposed of in the proper containers.

 Anyone causing intentional or careless damage to school property will pay for the repair or replacement of the damage.

**SMOKING/CHEWING TOBACCO/ALCOHOL/CHEMICAL SUBSTANCES**

 Student use of tobacco, alcohol and chemical substances in any form is forbidden on school property or during school sponsored activities.

**STUDENT ARRIVAL AND DEPARTURE FROM SCHOOL**

 Students should not arrive at school before 8 a.m. or in the buildings before 8:00. No student should be in the building after 3:30 P.M. unless they are involved in extra curricular activities or under the supervision of a faculty member.

**STUDENT CONDUCT**

 One of the most important lessons any person learns in school is self-discipline. Self-discipline is vitally important to the development of self-control, character, and organized approach to work.

 Students at the Cochise School District are expected to conduct themselves in a manner that will reflect pride in and respect for themselves and their school.

**STUDENT PERMANENT RECORDS**

 Parents/Guardians of students at the Cochise School District have the following student record access and confidentiality rights:

 1) Receive, upon request, a list of the types and locations of educational records kept of your child.

 2) Inspect and review any of your child’s records.

 3) Receive copies of the records for a minimal duplication cost.

 4) Have someone at your child’s school explain or interpret any item in your child’s record that you do not understand.

 5) Have a person of your choosing inspect and review the records.

 6) Ask for an amendment of any record on the grounds that it is inaccurate, misleading, or violates privacy act.

 7) Request an administrative review on the issue if the district refuses to make an amended.

 8) Refuse to consent to the disclosure of personally identifiable information related to your child to no one other than school officials or persons acting in an official capacity for the state Education Agency or the U.S. Department of Education. Receive notice when the personally identifiable information collected, maintained, or used is no longer needed to provide educational services to your child. The information must be destroyed at your request. However, a permanent record of a student’s name, address and telephone number, his/her grades, attendance record, class attendance, grade level completed, and year completed shall be maintained without time limitation.

**TUTORING**

 Cochise School understands that students sometimes need extra help. For this, CES will be running after school tutoring on Tuesdays and Thursdays from 3;00-4:00 P.M. We will provide busing these days to Keiller Park in Willcox and Wynn Chapel in Cochise. If a teacher recommends tutoring the student is required to attend. Parent notifications will be made. The student will only be excused with consent from the Superintendent for non-reschedulable activities (ie: dentist, doctor, etc.).

**VISITORS**

 All visitors to the school are to report to the office upon arrival. They need to sign in and wear a visitor’s badge. Procedure also includes signing out at time of exit. Students who wish to have a guest attend school need to get permission from their teachers as well as approval from the Superintendent. Parents are welcome at anytime with an appointment.

**WEAPONS ON SCHOOL PROPERTY**

 No individual, other than law enforcement officers in the line of duty, may bring weapons of any type onto school property. This includes firearms, knives, chains or other objects that may be used to inflict personal injury. The Superintendent will use his/her discretion in confiscating any dangerous or disruptive objects brought to school by students.

**WITHDRAWAL FROM SCHOOL**

 A student withdrawing from school should present to the Administrative Assistant a written request signed by his/her parents/guardian. The student will be asked to take a form to his/her teachers, coach and the librarian for signatures so that all books or other school property may be accounted for and all fees paid.

\* A student IEP may take legal precedence over particular or specific policies in the handbook.

**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 a 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:

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| 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.

1. The Governing Board of each Arizona school district shall adopt a definition of giftedness; local definitions may extend the mandated definition and the mandated eligibility criteria. [↑](#footnote-ref-1)
2. In compliance with R7-2-406 A.1.b, Cochise School District accepts scores at or above the 97th percentile on any State Board approved test submitted by other local education agencies or by qualified professionals, AND R7-2-406.a.1.c., Cochise School District will place transfer students as soon as the district has verified eligibility. [↑](#footnote-ref-2)